



Cass, Mills, & Montgomery Counties

**REQUEST FOR PROPOSALS
STATE FISCAL YEAR 2022**

Funding for July 1, 2021 to June 30, 2022

Due Friday, April 2, 2021

4:30 PM

Submit To:

Boost4Families

Michelle Wodtke Franks, Director

712 South Highway St.

PO Box 189

Oakland, IA 51560

michelle@goldenhillsrca.org

712-482-3029 (Golden Hills RC&D)

BOOST4FAMILIES PRIORITY AREAS

- Health and safety 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.
- Youth delinquency and abuse prevention
- Family stability and prevention of entry and re-entry into the Child Welfare system

“Every child beginning at birth will be healthy and successful”

APPLICATION ELIGIBILITY

- **Application for funding is open to all non-profit agencies and organizations serving the identified target population, including those not previously funded by the Boost4Families Board of Directors.**
- **Per the Early Childhood Iowa State Board's *Levels of Excellence* for local boards, applicants shall secure other cash funds equaling 5% or more of the total funds requested and reflect that match in the proposed budget.**
- Funding is made to serve families and children ages 0-18 in Cass, Mills & Montgomery Counties through monies available from Early Childhood Iowa and the Iowa Department of Human Services Decategorized (Decat) funds.
- 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 may be included as co-participants, sub-grantees, or subcontractors.
- Applicants shall be able to demonstrate the ability to successfully implement programs and services that support the purpose and program goals.
- The Early Childhood Iowa State Board strongly encourages local 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 Boards are strongly encouraged to support programs that meet, or are diligently working toward meeting the following:
 - A national credentialing process that aligns with the Iowa Family Support Standards,
 - A state credentialing process that aligns with the Iowa Family Support Standards, and/or
 - The Iowa Family Support Credentialing process that utilizes the Iowa Family Support Standards.
- The Early Childhood Iowa State Board strongly recommends local Boards support the implementation of evidence-based, quality practices and services with proven positive outcomes for children. Local 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 childcare centers and/or preschool programs working toward or possessing, 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 registered as a 501(c)(3) organization, or those that use a not for profit organization to administer the funding are eligible to submit a proposal.

State Evaluation and Outcome Tools

Refer to www.earlychildhood.iowa.gov/toolkit for state tools to assist in the application process for Early Childhood Iowa funded projects. 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 Iowa funding. "Tool P" is currently the guide for Early Childhood Iowa funded outcome measures. The performance measures relevant to the type of service(s) and project(s) conducted have been adopted by the Early Childhood Iowa State Board. The Boost4Families Board reserves the right to request additional outcome data beyond what is required within the statewide performance measures.

FUNDING AVAILABILITY

Early Childhood Iowa School Ready Funding Information

The Boost4Families Board anticipates that allocations to local Boards may be comparable to SFY21 funding levels. There could be approximately **\$338,604** in School Ready funding for SFY22. 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 childcare, parent support, family home visitation, parent education, preschool support, quality improvement and professional development.

Estimated Boost4Families School Ready Funding for SFY22

Total Estimated Funding	Allowable Admin 3%	Quality Improvement	School Ready General
\$346,275	\$10,388	\$49,911	\$285,976

- *Administrative* funding may be used for, but not limited to Fiscal Agent Fees, Audit, Board Liability Insurance, Board Expense, and Support for Board Operations (i.e., rent, utilities, and supplies).
- *School Ready General* 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, including in-home visitation programs and group-based parent education programs.
- *Quality Improvement* funding may be used for the local Early Childhood Board staff salary, benefits and related expenses, professional development, quality building within childcare, and/or preschool settings.

Early Childhood Iowa Early Childhood Funding Information

The Boost4Families Board anticipates that there may be approximately **\$56,496** in Early Childhood funding for SFY22. This funding is calculated on total number of Family Investment Program (FIP) caseloads in Cass, Mills and Montgomery Counties. 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 Boost4Families Early Childhood Funding for SFY22

Total Estimated Funding	Allowable 5% Admin	Early Childhood Programming
\$56,496	\$2,824	\$53,671

- *Early Childhood* funding shall be used to enhance the quality and capacity of childcare, 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.

Decat and Community Partnerships for Protection of Children (CPPC) Funding Information

The Boost4Families Board anticipates there could be approximately **\$55,000** in Decat and **\$20,000** CPPC funding for SFY22. These funds are made available through the Iowa Department of Human Services and Juvenile Court Services. Payments will be made to the contractor by the State of Iowa upon receipt of invoice accompanied by supporting documentation, processing and approval of the Finance Committee. Funding is provided on a reimbursement basis and may take up to 8 weeks for payment once claim is submitted to the State.

Estimated Decat & CPPC Funding for SFY22

Total Estimated Funding	CPPC	Decat
\$75,000	\$20,000	\$55,000

Decat and CPPC funds are intended to provide programming and resources for child abuse and neglect prevention, timely foster child placement and stability, family team meetings, family reunification, youth delinquency prevention, coordination services and substance collection/testing.

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 may result in disqualification of the proposal.

Technical Requirements

A. Proposals must be typed and follow the format indicated in the separate SFY22 Application document. Photocopies or exact computer-generated replicas are permissible. Do not include the Request for Proposals informational document as part of your proposal. **Electronic copy must be submitted as one PDF document, including attachments, with the file labeled with your organization and project name.**

- Font size – minimum of 12 point in an easy-to-read style (i.e., Arial, Times New Roman)
- Margins – minimum 1” all sides
- Spacing – single or double-spaced
- Page limits – Project narrative 4 page maximum.

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.

DURATION

The Boost4Families Board anticipates executing multiple contracts as a result of this RFP that will each have an initial one-year Contract term, beginning on July 1, 2021, with the option to extend the Contract for an additional two-year term. The Boost4Families Board will have the sole discretion to extend the Contract. Contract renewal decisions will be based on Contractor’s compliance and meeting deliverables. Due to funding constraints, Boost4Families cannot guarantee the renewal of a current contract for DECAT funds beyond one year.

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 shall be submitted in a timely manner, following the report format provided by Boost4Families.
- **Reports will be due in October, January, April and July for SFY22. Each program will also be required to attend 2 out of 3 Local Planning Group meetings a year (October, January and April). Meetings are held the third Thursday of each month listed above.**

CONFLICT OF INTEREST

To avoid any conflict of interest in the funding determination process, any member of the Boost4Families Board, who has a direct interest or substantially related interest in a particular funding proposal, will not participate in the evaluation or voting 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 Boost4Families Board will review the appeal and gather information regarding any infractions of the process.
- At the next regularly scheduled meeting, the Boost4Families Board will determine if there has been a violation of process and will rule on the appeal.

EVALUATION OF PROPOSALS

An scoring rubric will be used by the Boost4Families 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. Past performance of previously funded projects will also be considered.

AWARDING OF FUNDING

Grant awards will be based on proposal content and quality, potential impact the program/service will have within the service area based in relationship to the area’s priorities and, if applicable, past history of funded services. The Board will take action in regard to grant recipients for SFY22 at the **May 20, 2021** Board meeting. As the Board may not know what their Early Childhood and School Ready allocations will be for SFY22 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.

TIMELINE AND SUBMISSION OF PROPOSALS

RFP Release Date	Monday, March 1, 2021
RFP Technical Call	Friday, March 12, 2021 at 10:00 am via Zoom https://us02web.zoom.us/j/8055784286
Letter of Intent to Apply	Friday, March 19, 2021 (may be submitted via email to michelle@goldenhillsrccd.org) by 4:30 pm. Please include a brief description of your proposal and estimated funding amount you plan to request.
E-mail Proposal due	Friday, April 2, 2021 by 4:30 PM <u>Please submit your entire proposal as a single PDF file, to include all required forms with signatures. Label the PDF file name with your organization and project name.</u> Submit via email to michelle@goldenhillsrccd.org . No hard copies will be required this year unless the applicant is unable to submit electronically as described above.
Copies to Board Members	Monday, April 12, 2021
Board Meeting	<u>Thursday, May 20, 2021 @ 6:00 PM</u> – Tentative determination of awards
Notice of Intent to Award	<u>Monday, May 31, 2021</u> – No monetary award amount will be determined until the Boost4Families Board receives official notification of SFY21 budget allocations from the Iowa Department of Management and Early Childhood Iowa.

Directions for submitting proposal:

Submit ONE complete and signed proposal (application, narrative, budget and justification form, and signed assurances) via email to michelle@goldenhillsrccd.org by **Friday, April 2, 2021 at 4:30 PM**. Proposals shall be submitted as a single PDF file, labeled with your organization and project name. **Proposals will not be accepted if received after this deadline.**

If you are unable to submit electronically as outlined above, you may mail, or hand deliver your application; please notify Michelle Wodtke Franks or Becky Von Weihe if you need to hand deliver to the office. Any proposals mailed or delivered in hard copy must be received by our office **before Friday, April 2, 2021 at 4:30 PM**.

Submit to:

Michelle Wodtke Franks, Director
Boost4Families
712 South Highway 6, PO Box 189
Oakland, IA 51560
director@boost4families.org

(712) 482-3029

Late applications **will not** be reviewed, **there will be no exceptions.**

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Scoring & Proposal Evaluation Rubric

Scoring Criteria	1 - Low	3 - Medium	5 - High	Score
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. Proposals that do not meet the technical requirements outlined in this Request for Proposals will be withdrawn from consideration.</i>			
Purpose	Purpose statement is vague . Not clearly aligned with funding priorities.	Purpose statement is acceptable . Contains persuasive alignment to funding priorities.	Purpose statement is outstanding and descriptive. Strongly aligns with multiple funding priorities.	
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 other organizations in the area	Applicant shows persuasive evidence of meaningful collaboration with other organizations.	Applicant shows strong evidence of meaningful collaboration with other organizations.	
Sustainability	Applicant shows some evidence of a reasonable sustainability plan. Is vague about program if not fully funded.	Applicant shows persuasive evidence of a reasonable sustainability plan. Has some plan to sustain program if not fully funded.	Applicant shows strong evidence of a reasonable sustainability plan. Has a strong plan to sustain program if not fully funded.	
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	Maximum score of 40 points			
Proposal Strengths				
Proposal Weaknesses				
Past Performance Considerations:	Desk and site audit reports, quarterly program reports Attendance and collaboration at Local Planning Group meetings	Materials will be shared with scoring committee as part of their consideration for previously funded proposals.		