



***Fremont & Page 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 Electronically To:**

Michelle Wodtke Franks, Director

[michelle@goldenhillsrccd.org](mailto:michelle@goldenhillsrccd.org)

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

**CORNER COUNTIES EARLY CHILDHOOD AREA 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 childcare environments with adequate capacity.

***“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 Corner Counties Early Childhood Area Board of Directors.
- Per the Early Childhood Iowa State Board's best practices 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 0-5 in Fremont and Page Counties through Early Childhood Iowa.
- 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 <https://earlychildhood.iowa.gov/toolkit-tools> to assist in the application process for Early Childhood Iowa funds and required outcome measures. 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. For the project you are proposing, please align your deliverables and measurement strategies to **Tool P**. The performance measures relevant to the type of service(s) and project(s) conducted and have been adopted by the Early Childhood Iowa State Board. The Corner Counties Early Childhood Area Board reserves the right to request additional outcome data beyond 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 an application.

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

## FUNDING AVAILABILITY

### School Ready Funding Information

The Corner Counties Early Childhood Area Board anticipates that allocations to local Boards will be comparable to SFY21 funding levels. There could be approximately **\$266,225** in School Ready funding for SFY22. Reimbursable 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 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, childcare quality improvement and professional development.

**Estimated Corner Counties Early Childhood Area SCHOOL READY Funding for SFY22**

Total Estimated Funding	Allowable Admin 3%	Quality Improvement	School Ready General
\$266,225	\$6,783	\$43,481	\$175,961

- *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 Funding Information

The Corner Counties Early Childhood Area Board anticipates that there may be approximately **\$39,804** in Early Childhood funding for SFY22. This funding is calculated on total number of Family Investment Program (FIP) caseloads in Fremont and Page 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 Corner Counties Early Childhood Area EARLY CHILDHOOD Funding for SFY22**

Total Estimated Funding	Allowable 5% Admin	Early Childhood Programming
\$39,804	\$1,990	\$37,814

- *Early Childhood* Funding is 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.

### Duration

The Corner Counties Early Childhood Area 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 ability to extend the Contract for an additional two-year term. The Corner Counties Early Childhood Area Board will have the sole discretion to extend the Contract. Contract renewal decisions will be based on Contractor’s compliance and meeting deliverables.

### 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.

## **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 that will be detailed in final contracts.
- **Reports will be due by the 12<sup>th</sup> day in October, January, April, and July for SFY22.**

## **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 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 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 will determine if there has been a violation of process and will rule on the appeal.

## **EVALUATION OF PROPOSALS**

An evaluation rubric will be used by the Corner Counties Early Childhood Area 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 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 6, 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

<b>RFP Release Date</b>	Monday, March 1, 2021
<b>RFP Technical Call</b>	Friday, March 12, 2021 at 10:00 am via Zoom <a href="https://us02web.zoom.us/j/8055784286">https://us02web.zoom.us/j/8055784286</a>
<b>Letter of Intent to Apply</b>	Friday, March 19, 2021 (may be submitted via email to <a href="mailto:michelle@goldenhillsrccd.org">michelle@goldenhillsrccd.org</a> ) by 4:30 pm.  <b>Please include a brief description of your proposal and estimated funding amount you plan to request.</b>
<b>E-mail Proposal due</b>	<b>Friday, April 2, 2021 by 4:30 PM</b>  <b>Please submit your entire proposal as a <u>single PDF file, to include all required forms with signatures. Label the file name with your organization and project name.</u></b>  <b>Submit via email to <a href="mailto:michelle@goldenhillsrccd.org">michelle@goldenhillsrccd.org</a> .</b>  <b>No hard copies will be required this year unless the applicant is unable to submit electronically as described above.</b>
<b>Copies to Board Members</b>	Monday, April 12, 2021
<b>Board Meeting</b>	<b><u>Wednesday, May 5, 2021 @ 5:00 PM</u></b> – Tentative determination of awards
<b>Notice of Intent to Award</b>	<b><u>Monday, May 31, 2021</u></b> – No monetary award amount will be determined until the Corner Counties Early Childhood Area 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 assurances) via email to [michelle@goldenhillsrccd.org](mailto: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 submitted in hard copy must be received by our office **before Friday, April 2, 2021 at 4:30 PM**.

#### Submit to:

Michelle Wodtke Franks, Director  
**Corner Counties Early Childhood Area**  
712 South Highway 6, PO Box 189  
Oakland, IA 51560  
[michelle@goldenhillsrccd.org](mailto:michelle@goldenhillsrccd.org)

Please note, if you mail the application, it must **arrive** in our office by **April 2, 2021**.  
Late applications **will not** be reviewed, **there will be no exceptions.**

## Scoring & Proposal Evaluation Rubric

Scoring Criteria	1 - Low	3 - Medium	5 - High	Score
<b>Technical Review</b>	<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>			
<b>Purpose</b>	Purpose statement is <b>vague</b> . Not clearly aligned with funding priorities.	Purpose statement is <b>acceptable</b> . Contains persuasive alignment to funding priorities.	Purpose statement is <b>outstanding</b> and descriptive. Strongly aligns with multiple funding priorities.	
<b>Strategies</b>	Applicant shows <b>some</b> evidence of promising practice or research supported approach.	Applicant shows <b>persuasive</b> evidence of promising practice or research supported approach.	Applicant clearly demonstrates evidence-based programming or overwhelming evidence of research supported approach.	
<b>Goals</b>	Applicant shows some evidence for which measurable data can be collected and analyzed to report progress	Applicant shows <b>persuasive</b> evidence for which measurable data can be collected and analyzed to report progress.	Applicant shows <b>strong</b> evidence for which measurable data can be collected and analyzed to report progress.	
<b>Performance Measures</b>	Applicant shows <b>some</b> evidence for which measurable data can be collected and analyzed to report progress.	Applicant shows <b>persuasive</b> evidence for which measurable data can be collected and analyzed to report progress.	Applicant shows <b>strong</b> evidence for which measurable data can be collected and analyzed to report progress.	
<b>Collaboration</b>	Applicant shows <b>some</b> evidence of meaningful collaboration with other organizations in the area	Applicant shows <b>persuasive</b> evidence of meaningful collaboration with other organizations.	Applicant shows <b>strong</b> evidence of meaningful collaboration with other organizations.	
<b>Sustainability</b>	Applicant shows <b>some</b> evidence of a reasonable sustainability plan. Is vague about program if not fully funded.	Applicant shows <b>persuasive</b> evidence of a reasonable sustainability plan. Has some plan to sustain program if not fully funded.	Applicant shows <b>strong</b> evidence of a reasonable sustainability plan. Has a strong plan to sustain program if not fully funded.	
<b>Budget and Justification</b>	Applicant shows <b>some</b> evidence of cost effectiveness and solid budget justification.	Applicant shows <b>persuasive</b> evidence of cost effectiveness and solid budget justification.	Applicant shows <b>strong</b> evidence of cost effectiveness and solid budget justification.	
<b>*Ongoing programs and requests for renewed funding</b>	Applicant has demonstrated history of <b>some</b> measurable results, progress and return on investment.	Applicant has demonstrated history of <b>persuasive</b> measurable results, progress and return on investment.	Applicant has demonstrated history of <b>exemplary</b> measurable results, progress and return on investment.	
<b>Total</b>	<b>Maximum score of 40 points</b>			
<b>Proposal Strengths</b>				
<b>Proposal Weaknesses</b>				
<b>Past Performance Considerations:</b>	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.		