

NOTIFICATION OF RELEASE OF RFP

February 19, 2014

The Clinton/Jackson Early Childhood Iowa Area Board announces the availability of funds for family support services and parent education programs targeted to families expecting a child or with newborn and infant children through age five. The RFP is for Family Support Services and Parent Education Programs **only** for FY15 (Start date July 1, 2014 through June 30, 2015).

EARLY CHILDHOOD IOWA FUND — FAMILY SUPPORT AND PARENT EDUCATION
Shall be used for family support services and parent education programs targeted to families expecting a child or with newborn and infant children through age five.

Definitions: “Evidence-based program” means a program that is based on scientific evidence demonstrating that the program model is effective. An evidence-based program shall be reviewed onsite and compared to program model standards by the model developer or the developer’s designee at least every five years to ensure that the program continues to maintain fidelity with the program model. The program model shall have had demonstrated significant and sustained positive outcomes in an evaluation utilizing a well-designed and rigorous randomized controlled research design or a quasi-experimental research design, and the evaluation results shall have been published in a peer-reviewed journal.

“Family support programs” includes group-based parent education or home visiting programs that are designed to strengthen protective factors, including parenting skills, increasing parental knowledge of child development, and increasing family functioning and problem solving skills. A family support program may be used as an early intervention strategy to improve birth outcomes, parental knowledge, family economic success, the home learning environment, family and child involvement with others, and coordination with other community resources. A family support program may have a specific focus on preventing child maltreatment or ensuring children are safe, healthy, and ready to succeed in school.

“Home visitation” is a strategy to deliver family support or parent education services. A home visit is a face-to-face visit with a family in their home, or other alternate location, to facilitate meeting the family’s goals. Temporary use of an alternate location may happen when meeting in the family home presents safety concerns for the worker or the family or on rare occasions to facilitate meeting the program’s outcomes such as medical appointments or school staffing. Home Visits are calculated based on the number of times you meet with the family. They are NOT multiplied by the number of children present.

A **“home visitation component”** is defined as a family support service that uses home visitation as the primary method for service delivery. Home visits are provided at regular intervals throughout the entire fiscal year and meets the definition of home visitation provided in this guidance.

“Parent education” programs implement organized and planned meetings designed to support parents’ efforts to enhance their children’s health and development.

Parent education programs have the following characteristics:

- Provides parents’ with information, skills, support systems and confidence in their parental role in order to support, nurture and promote children’s health and development;
- Strengthens positive relationships between parent and children;
- Builds on parents’ strengths and utilizes their experiences, ideas and knowledge;
- Provides information that meets the needs of parents for specific content and shared in a manner that is responsive to parents’ learning style, education and culture.

NOTE: Parent education may be provided in a group setting or one on one in a family’s home or alternate location. Refer to the definition of home visitation for additional information about the use of an alternate location. Parent education is limited in scope and duration, lasting a minimum

of six weeks and utilizes standardized curricula. One day, stand alone events such as a child fair, are not eligible for funding with this funding stream.

“Promising program” means a program that meets all of the following requirements:

(a) The program conforms to a clear, consistent family support model that has been in existence for at least three years.

(b) The program is grounded in relevant empirically-based knowledge.

(c) The program is linked to program-determined outcomes.

(d) The program is associated with a national or state organization that either has comprehensive program standards that ensure high-quality service delivery and continuous program quality improvement or the program model has demonstrated through the program’s benchmark outcomes that the program has achieved significant positive outcomes equivalent to those achieved by program models with published significant and sustained results in a peer-reviewed journal.

(e) The program has been awarded the Iowa family support credential and has been reviewed onsite at least every five years to ensure the program’s adherence to the Iowa family support standards approved by the early childhood Iowa state board created in section 256I.3 or a comparable set of standards. The onsite review is completed by an independent review team that is not associated with the program or the organization administering the program.

Outcomes of Family Support and Parent Education:

Family Support and Parent Education services promote the following outcomes:

1. Improve family functioning, problem solving and communication
2. Increase social support for families
3. Connect families to additional concrete supports
4. Increase knowledge about child development and parenting
5. Improve nurturing and attachment between parent and child

Types of Family Support Programs:

Family support programs are classified into four categories:

Intensive Home Visitation – program is designed to provide weekly or more frequent, home visits to participating families. Services are designed to be provided over a period of at least one year or longer.

Long-term Home Visitation – program is designed to provide at least a monthly home visit to participating families. Services are designed to be provided over a period of one year or longer.

Short-term Home Visitation – program is designed to provide services to participating families for less than one year. Typically short-term home visitation programs have a singular focus which may include assessment to determine referrals to long-term or intensive home visitation programs.

Group-based parent education – program is designed to provide a standardized curricula in a group setting. A core function of a group-based parent education program is to facilitate peer support. Group-based parent

Any agency or organization providing services to Clinton and Jackson County children age 0-5 and their families is eligible to apply. Funds are available for programs to run July 1, 2014 through June 30, 2015. Questions about the RFP may be submitted to Jenny Kreiter at - kreiter@clintoncounty-ia.gov or 563-659-3651.

Applications for funding may be obtained online from the Clinton/Jackson Early Childhood Iowa Area website at:

http://www.clintoncounty-ia.gov/Page/Clinton_Jackson_Early_Childhood_Iowa.aspx?nt=636

Proposals must be received by 4:00 pm on Monday, March 19, 2014.

Clinton/Jackson Counties Early Childhood Iowa Area

Request for Proposals Packet
Funding for July 1, 2014, through June 30, 2015

Due March 19, 2014
4:00 pm

Issued: **February 19, 2104**

Contact: Jenny Kreiter

Director, Clinton/Jackson Early Childhood Iowa Area Board

329 E. 11th Street

DeWitt, Iowa 52742

(563)659-3651

kreiter@clintoncounty-ia.gov

**CLINTON/JACKSON EARLY CHILDHOOD IOWA AREA
FY 2015 Request for Proposals**

OVERVIEW

This Request for Proposals (RFP) represents an effort by the Clinton/Jackson Early Childhood Iowa Area Board to provide funding for specific programs, services, and projects which will address the health, education, and development of Clinton and Jackson Counties children age prenatal through 5 years and their families. Funds are for the period of July 1, 2014, through June 30, 2015.

The Clinton/Jackson Early Childhood Iowa Board anticipates receiving an allocation of federal and state money to fund early childhood programs/services to serve Clinton and Jackson Counties. The Clinton/Jackson Early Childhood Iowa Board reserves the right to withdraw or alter this request for proposals and/or subsequent contracts at any time and for any reason, including official action affecting funding of the Early Childhood Iowa (ECI) Initiative.

FUNDING SERVICE OBJECTIVES

Family Support and Parent Education funds will implement evidence-based family support and parent education practices. (See Tool FF – Appendix 1).

CONTACT INFORMATION

All questions about this RFP must be directed, by email, to Jenny Kreiter at – kreiter@clintoncounty-ia.gov

RFP TIMELINE

February 19, 2014

RFP Issued to public. Application materials available online at –

http://www.clintoncounty-ia.gov/Page/Clinton_Jackson_Early_Childhood_Iowa.aspx?nt=636

March 5, 2014

Questions due. Last day to submit questions regarding the RFP. All questions must be submitted by email to Jenny Kreiter – kreiter@clintoncounty-ia.gov

All questions and answers will be posted online at –

http://www.clintoncounty-ia.gov/Page/Clinton_Jackson_Early_Childhood_Iowa.aspx?nt=636

March 19, 2014

Proposals due to the Clinton/Jackson ECI office **no later than 4:00 p.m.** This includes one (1) original, four (4) copies, and one (1) electronic copy of the proposal by email (to kreiter@clintoncounty-ia.gov). Proposals not received by the deadline will not be considered for funding.

April 7, 2014

Review committee recommendations submitted to the Clinton/Jackson Executive Committee for review.

April 28, 2014

Funding award decision made by the Clinton/Jackson Board. Notification of award will be sent to recipient(s).

July 1, 2014

Contract period begins.

APPLICATION REQUIREMENTS

How to Submit an Application

The deadline for submission of applications is **4:00 p.m. on Monday, March 19, 2014** (see “Timeline” above). **One (1) original application, four (4) hard copies, AND one (1) electronic copy** must be submitted by the deadline. Applications must be mailed or hand-delivered to be received by or before the due date to the office of Clinton/Jackson Early Childhood Iowa Board, c/o Jenny Kreiter, 329 E. 11th Street, DeWitt IA 52742. Electronic copies must be emailed to kreiter@clintoncounty-ia.gov

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

How Applicants are Selected for Funding

A review committee requested by the Clinton/Jackson Early Childhood Iowa Board will review all applications and make funding recommendations for full board consideration. Review committee evaluations will be based upon the scoring criteria found in Appendix 5. The Early Childhood Iowa Board will make funding decisions, based on review committee recommendations and full board discussion. Applicants may be required to respond to questions concerning their proposal during the proposal review process concerning clarification of their proposal, but may in no way change their original bid. It is anticipated funding award decisions will be made during the April 28, 2014, Clinton/Jackson Early Childhood Iowa Board meeting.

Award Process

Each proposal will be evaluated based on how well it meets the identified results and priorities, and can impact Local Indicators. All successful proposals will incorporate identified service parameters, requirements, and expectations.

The review committee may include ECI Board members and community members.

The Clinton/Jackson Early Childhood Iowa Board reserves the right to select the provider(s) that will best meet the service objectives, not necessarily the highest scoring or lowest cost.

The Clinton/Jackson Early Childhood Iowa Board reserves the right to negotiate program details with applicants.

Eligible proposal applicants

Applicants must be agencies or organizations providing services to Clinton and Jackson Counties children age prenatal-5 and their families.

Agencies applying for **School Ready Family Support & Parent Education** funds for must be eligible per Tool FF. (Appendix 1)

FUNDING

- This funding may not be used to supplant existing funding.
- If funding is to be used as a match for other grant funds, Clinton/Jackson Early Childhood Iowa must be notified of this intent.
- Preference may be given to organizations or programs that have diversified or other funding resources.

GENERAL EXPECTATIONS

- Programs will provide services to citizens who reside in Clinton or Jackson Counties.
- Potential contractor(s) must be willing to work in a collaborative relationship with the Early Childhood Director, the Clinton/Jackson Early Childhood Iowa Area Board and our Clinton and Jackson County service providers and partners.
- Providers must be aware of and comply with federal and state laws regarding confidentiality and non-discrimination.

COMMUNITY PLAN RESULT AREAS, PRIORITIES and LOCAL INDICATORS

Our desired results, the priorities within those results, and the local indicators that tell us our progress toward achieving those results.

Priority Areas of Clinton/Jackson Early Childhood Iowa

Provide resources and support for healthy parenting.

Improve availability and access to quality health care services.

Increase access and opportunities for quality preschool/childcare experiences.

Result Area: Safe and Nurturing Families

Priorities:

- Prevent child abuse and neglect through parent, family, and community education.
- Support families to strengthen supportive parenting skills; increase healthy informal networks of support; and utilize appropriate community resources through group-based parent education and informal support.
- Support families to enhance parent/child relationships and provide safe, stable, nurturing home environments through home visitation services.
- Link families with services to address parental problems of depression/mental health, substance abuse, domestic violence, child abuse, disability, low educational attainment, or unmet basic needs.
- Facilitate screening and follow-up to ensure early detection of health, developmental, and/or behavioral obstacles for children as well as signs of toxic childhood stress and abuse.

Local Indicator:

- ❖ Number of confirmed child abuse reports.

PRIORITY

All programs must address one of the Result Areas. Preference will be given to programs that address one or more of the Plan Priorities and can impact one or more of the Local Indicators:

- Programs addressing recognized gaps in services, as identified by community needs assessment or other data sources.
- Programs that are built upon research based practices.
- Proposals that address program access issues, such as transportation and child care.
- Programs that utilize evidence-based and/or research-based curriculum and assessment tools.
- Programs that are creative and customer focused in their approach.
- Programs that have secured other funds equaling 5% or more of the total ECI funds requested.
- Multi-agency collaboration or programs which work across disciplines.
- Continuation of successful ECI funded programs.

REQUIREMENTS FOR PROPOSALS AND APPLICATIONS

Applicants may submit only one proposal for Clinton/Jackson Early Childhood Iowa funding. Proposals may contain more than one program or activity. **Provide distinct program descriptions, evaluation plans, and one-year budgets for each program/activity. Agencies may choose to list programs in priority order.**

The Board will base funding decisions on how well each program meets identified service objectives, addresses the Community Plan Result Areas and Priorities, and can impact Local Indicators. Agency prioritization will be used strictly as a guideline for making decisions in the case of equal considerations with limited financial resources.

PROPOSALS MUST BE RECEIVED BY 4:00 pm on March 19, 2014. Proposals received after the deadline will be considered solely at the discretion of the Early Childhood Iowa Board. Incomplete applications or applications which do not meet these requirements will be disqualified. Faxed applications will not be accepted.

One original, four (4) paper copies, and one electronic copy (by e-mail) of the application will be submitted to:

Jenny Kreiter, Director
Clinton/Jackson Early Childhood Iowa Area Board
329 E. 11th Street
DeWitt, IA 52742
(563)659-3651
kreiter@clintoncounty-ia.gov

Funding Proposal Format

Proposals must follow the following format.

Use font Times New Roman 12 (include page numbers). Attachments should be at the end of the proposal, after the budget pages.

Cover Page (one cover page *per proposal*)

Date of application:

Organization name:

Organization Address:

Names of Contact Persons (preferably two)

Phone and Fax

e-mail addresses

Federal ID:

501(c)(3) tax exempt status: _____yes_____no_____for profit

Program 1 name

Amount of funding requested

Program 2 name

Amount of funding requested

Program 3 name

Amount of funding requested

Total Amount of funding requested from Clinton/Jackson ECI:_____

Director Signature:_____

Date:_____

Section I.

Outcome Statement and Summary Table. One half-page maximum for each program.

Outcome Statement, e.g. "The purpose of the (program) is to provide/produce (service/activity/product) to/for (customer) so they can/in order to (outcome/planned benefit) .

Summary Table

Program Name and Funding requested	Result Area Addressed (e.g. Early Education)	Priority Impacted (e.g. Improve quality in early education)	Goals of Program (what change is expected for participants)	Services (specific activities to be performed, target audience and eligibility requirements, expected number to be served)	Performance Measures, Measurement Tools, and Specific Measurements to be reported	Baseline Data and Goals for Outputs and Outcomes (be specific and use actual numbers)

Section II.

Provider Qualifications. 1 page maximum per proposal/agency.

Discuss the ability of the provider to perform the work and manage the budget for this program. Include the bidder's background and experience in providing this type of service. Include brief job descriptions and qualifications for key staff. Full job descriptions may be included as attachments.

Provide information about bidder's financial disposition. Specifically address that the bidder has the means to provide this service, knowing that payment will be delayed and could be reduced.

Identify any involvement this organization or program may have with the Early Childhood Iowa Board or its programs.

Section III

Need for the Program. 1 page maximum per program.

Describe the local need for this service, a recognized gap in services, and provide data to support this need.

Describe how this program is uniquely suited to meet that need.

Section IV

Program goals and objectives (with performance measures). 2 pages maximum per program.

Answer the bottom line questions:

1. What differences have services made in the lives of the people we serve?
2. What can the people we serve do now that they couldn't do before?
3. How have the behaviors, knowledge, skills, or attitudes of the people we serve changed?
4. Have the lives of the people we serve become better than before receiving our services?

Describe how the program will ensure complete and accurate reporting of all Statewide Performance Measures and Outcome Measures. See Statewide Required Outcomes – Appendix 4.

Identify any additional outcomes to be achieved and/or performance measures to be reported.

When using evaluation tools in addition to state required tools, include as an attachment evaluation tools, surveys, or forms.

Quantify all outcomes with actual numbers. When available, provide baseline data and specific goals to be achieved. When baseline data is not available, set a specific goal for program achievement and note that the first year will be the baseline data. Examples include the specific percent of participating families who increase knowledge of child development, specific number of additional child care slots to be created by the program, the specific number or percentage of providers to achieve CDA credential as a result of the program, etc.

All Family Support & Parent Education programs are required to report number and percent of children receiving a developmental screen. Where appropriate, family support and parent education programs will be required to utilize a children's developmental screening tool to assess children's development.

All Family Support & Parent Education programs are required to utilize either the Life Skills Progression-Modified or the Protective Factors Survey. See Tool FF – Appendix 1.

If this is an existing Early Childhood Iowa funded program, identify current progress toward the identified goals.

Section V

Program description. 2 pages maximum per program.

Describe the services/activities to be provided, including collaboration with other providers. When collaborating with other provides, describe roles and responsibilities of each agency. Provide a general description of your target audience and/or eligibility criteria. (Note: Early Childhood Iowa funds may have their own eligibility criteria that must be followed.) Include geographic, socio-economic, age and other demographic descriptions. Include specific numbers of children and families to be served.

Specifically identify how services and activities will address the identified Result Area and Priorities. Specify how the program will impact the identified Local Indicator. NOTE: It is not necessary to address all Results and Priorities in each proposal. While programs are expected to directly address one of the Results, programs are not expected to directly impact community wide Local Indicators. Programs are, however, expected to indirectly impact one of those Indicators and must describe the relationships between their program's purposes and outcomes and the Indicator.

Identify any curriculum or teaching materials to be used. Identify if programs utilize evidence- and/or research-based curriculum. Identify how programs are built upon evidence- and/or research-based practices. Describe how this approach is creative and customer-focused.

Describe how the program will address access issues for families, including working families, families without reliable transportation, families in rural areas, families with multiple children, families who are English Language Learners, etc.

Identify food, incentives, transportation, and other expenses that will be part of the program.

Identify materials/equipment to be purchased and how the purchase relates to the proposed services/activities.

Cost proposal and justification

Section VI

Proposed Budget Form (one for each program): Use FY15 RFP budget form, Appendix 3.

Budgets will be based on a program period of July 1, 2012 to June 30, 2013.

This form is available on the Clinton/Jackson Early Childhood Iowa website at:

http://www.clintoncounty-ia.gov/Page/Clinton_Jackson_Early_Childhood_Iowa.aspx?nt=636

Section VII

Budget Justification (maximum 2 pages per program): Include an explanation of the budget and details of budget items. For example, Participant Supports: Child Care is to increase accessibility of the program so that parents may participate in parent education activities. Appendix 3

Identify whether items listed on the budget page, other, have been secured, applications have been submitted, or applications will be submitted.

Describe how the Early Childhood Iowa funding will fit within your other sources of funding (tuition, grants, etc).

Reasonable administrative or indirect costs may be included.

Priority consideration is given to programs that have secured other funds equaling 5% or more of the total ECI funds requested.

Format when applying for one program:

Cover Page (1 page)

Outcome Statement & Summary Table (1/2 page)

Provider Qualifications (1 page)

Need for Program (1 page)

Program Goals and Objectives (2 pages)

Program Description (2 pages)

Proposed Budget Form

Budget Justification (2 pages)

Attachments

Format when applying for multiple programs:

Cover Page (1 page)

Outcome Statement One & Summary Table One (1/2 page)

Outcome Statement Two & Summary Table Two (1/2 page)

Outcome Statement Three & Summary Table Three (1/2 page)

Provider Qualifications (1 page)

Need for Program One (1 page)

Goals and Objectives Program One (2 pages)

Description Program One (2 pages)

Need for Program Two (1 page)

Goals and Objectives Program Two (2 pages)

Description Program Two (2 pages)

Need for Program Three (1 page)

Goals and Objectives Program Three (2 pages)

Description Program Three (2 pages)

Proposed Budget Form Program One

Budget Justification Program One (2 pages)

Proposed Budget Form Program Two

Budget Justification Program Two (2 pages)

Proposed Budget Form Program Three

Budget Justification Program Three (2 pages)

Attachments Program One

Attachments Program Two

Attachments Program Three

CONTRACT ADMINISTRATION:

- Preliminary funding decisions are expected to be made by the Clinton/Jackson Early Childhood Iowa Board by **April 28, 2014**. Applicants may be asked to make a short presentation to the Board.
- All applicants will be notified in writing of the funding decisions.
- Applicants who are denied funding may appeal to the Clinton/Jackson Early Childhood Iowa Board. Appeals must be made in writing and be received by the Clinton/Jackson Early Childhood Iowa Director within five (5) working days of receipt of the selection decision letter. Appeals must be based on a 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 staff or review team members. The Clinton/Jackson Early Childhood Iowa Board, or a committee designated by the Board, will review the appeal and mail a notice of its decision to the appellant within five (5) working days of the review.
- All contractors are required to report state required performance measures accurately for all funded services. **Statewide Performance Measures and Outcome Measures Appendix 4**
- All contractors will be required to submit quarterly progress reports and a final outcome report at the end of the funding period.
- Funding recipients will be responsible for submitting progress and expenditure reports to the Early Childhood Coordinator of the Clinton/Jackson Early Childhood Iowa Area, in accordance with state requirements and on a format which will be provided.

Questions about this Request for Proposals should be directed to Jenny Kreiter at kreiter@clintoncounty-ia.gov

Attachments/Appendices

- Appendix 1 – Tool FF Family Support and Parent Education
- Appendix 2 – Contract components (insurance, etc.) & Compliance Assurances
- Appendix 3 – FY15 RFP Budget form
- Appendix 4 – Statewide Performance Measures and Outcome Measures
- Appendix 5– Scoring Tool