

## NOTIFICATION OF RELEASE OF RFP

April 23, 2012

The Clinton/Jackson Early Childhood Iowa Area Board announces the availability of funds for programs that provide support to families with children age 0 through 5 years. The purpose of the funding is to ensure that young children are properly nurtured and stimulated in safe and healthy environments so that they are ready to learn and succeed when they enter school and to increase the availability of quality child care to support parents in obtaining or retaining employment. Funds will be used to support programs that have a positive impact on measures of early education, parent education and family support, children's readiness to succeed in school, and/or children's health. The RFP is not to be used for FY13 Preschool Scholarship Applications by individual preschools. You will be notified at a later date about funding availability for scholarships.

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, 2012 through June 30, 2013. Questions about the RFP may be submitted to Jenny Kreiter at - [kreiter@clintoncounty-ia.gov](mailto: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](http://www.clintoncounty-ia.gov/Page/Clinton_Jackson_Early_Childhood_Iowa.aspx?nt=636)

Proposals must be received by 4:00 pm on Friday, May 18, 2012.

# Clinton/Jackson Counties Early Childhood Iowa Area

Request for Proposals Packet  
Funding for July 1, 2012, through June 30, 2013

Due May 18, 2012  
4:00 pm

Issued: **April 23, 2012**

Contact: Jenny Kreiter

Coordinator, Clinton/Jackson Early Childhood Iowa Area Board

329 E. 11<sup>th</sup> Street

DeWitt, Iowa 52742

(563)659-3651

[kreiter@clintoncounty-ia.gov](mailto:kreiter@clintoncounty-ia.gov)

**CLINTON/JACKSON EARLY CHILDHOOD IOWA AREA  
FY 2013 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 0 through 5 years and their families. The purpose of this funding is to ensure young children are properly nurtured and stimulated in safe and healthy environments so that they are ready to learn and succeed when they enter school, and to increase the availability of quality child care to support parents in obtaining or retaining employment. Funds are for the period of July 1, 2012, through June 30, 2013.

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**

**Early Childhood Grant Objectives (Tool G(A) – Appendix 1):**

Enhance the capacity and quality of child care services to help parents obtain or retain employment. This may include increasing access to child care through provider recruitment and support and/or promoting quality and professional development in home- and center-based child care.

**School Ready Grant Objectives (Tool G(B) – Appendix 2):**

Ensure that young children are properly nurtured and stimulated in safe, healthy, and stimulating environments so that they are ready to learn and succeed when they enter school. Most of the funding is targeted for categorical purposes with specific parameters:

Preschool Programming Support for Low-Income Families is to assist low-income parents with tuition for preschool and other supportive services for children ages three, four, and five who are not attending kindergarten and assist with preschool program expenses not covered under chapter 256C (Statewide Voluntary Preschool Program for Four-Year-Old Children). (See Tool CC – Appendix 3).

Family Support and Parent Education funds will implement evidence-based family support and parent education practices. (See Tool FF – Appendix 4).

Other/General Aid Funds do not have categorical requirements but must be used to support early care, health and education for children and families prenatal through age five and must demonstrate effectiveness through documented and reported performance measures. Some examples can be found in Tool II (Appendix 5), but there are many more options for programming including children's health and safety services.

## **CONTACT INFORMATION**

All questions about this RFP must be directed, by email, to Jenny Kreiter at – [kreiter@clintoncounty-ia.gov](mailto:kreiter@clintoncounty-ia.gov)

## **RFP TIMELINE**

### **April 23, 2012**

RFP Issued to public. Application materials available online at –

[http://www.clintoncounty-ia.gov/Page/Clinton\\_Jackson\\_Early\\_Childhood\\_Iowa.aspx?nt=636](http://www.clintoncounty-ia.gov/Page/Clinton_Jackson_Early_Childhood_Iowa.aspx?nt=636)

### **May 14, 2012**

Questions due. Last day to submit questions regarding the RFP. All questions must be submitted by email to Jenny Kreiter – [kreiter@clintoncounty-ia.gov](mailto: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](http://www.clintoncounty-ia.gov/Page/Clinton_Jackson_Early_Childhood_Iowa.aspx?nt=636)

### **May 18, 2012**

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](mailto:kreiter@clintoncounty-ia.gov)). Proposals not received by the deadline will not be considered for funding.

### **May 23, 2012**

Preliminary funding decisions by Clinton/Jackson Early Childhood Iowa Board.

### **July 1, 2012**

Contract period begins.

## **APPLICATION REQUIREMENTS**

### **How to Submit an Application**

The deadline for submission of applications is **4:00 p.m. on Friday, May 18, 2012** (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. 11<sup>th</sup> Street, DeWitt IA 52742. Electronic copies must be emailed to [kreiter@clintoncounty-ia.gov](mailto: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 subcommittee of the Clinton/Jackson Early Childhood Iowa Board will review all applications and make funding recommendations for full board consideration. Subcommittee evaluations will be based upon the scoring criteria found in Appendix 10 and the Priorities identified on pages 6-7 of this RFP. The Early Childhood Iowa Board will make funding decisions, based on subcommittee 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 May 23, 2012, 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 subcommittees may include ECI Board members and other 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 0-5 and their families.

Early education programs applying for **Early Childhood Funds** must be working toward or possess at a minimum one of the following quality measures:

- Accredited by the *National Association for the Education of Young Children* (NAEYC)
- Accredited by the *National Association for Family Child Care* (NAFCC)
- Meet *Head Start Program Performance Standards*
- Verified, submitted paperwork for Self-Verification status to the Iowa Department of Education for Iowa's *Quality Preschool Program Standards* (IQPPS) or completed a facilitated self-assessment process with Grant Wood AEA during 2005-2008.
- Achieved a Level 1, 2, 3, 4, or 5 on Iowa's *Quality Rating System* (QRS)
- Achieved an average score of 5 (with no subscale scores less than 2) on the Early Childhood Environmental Rating Scale-Revised (ECERS-R) or Family Child Care Rating Scale (FCCRS) or Infant/Toddler Environmental Rating Scale-Revised (ITERS-R) completed by an outside evaluator.

Early education programs applying for **School Ready Preschool Funds** are expected to be actively working with their local school districts to apply for the Statewide Voluntary Preschool Program for Four-Year-Olds (SVPP). This Early Childhood Iowa funding is intended to supplement the SVPP funding, rather than replace it.

Early education programs applying for **wraparound funds** for Shared Visions, Head Start, and/or SVPP must apply for and be denied a DHS Child Care Block (wraparound) Grant or be ineligible for a DHS Child Care Block Grant.

Family support programs applying for **School Ready Family Support & Parent Education** funds for home visitation must be HOPES accredited program or working toward or possess the Iowa Family Support Credential.

## **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 first be notified of this intent.
- Preference may be given to organizations or programs that have diversified or other funding resources.

## **GENERAL EXPECTATIONS**

- Programs will target Clinton and Jackson Counties families and early care and / or education providers.
- Families served must have a child age 0 through 5 years.
- Preschool and Home Visitation services must serve families with incomes at or below 200% of federal poverty level.
- Contractor must be willing to work in a collaborative relationship with the Early Childhood Coordinator, the Clinton/Jackson Early Childhood Iowa Area Board, and other Clinton and Jackson Counties service providers.
- 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.

### **Result Area: Secure and Nurturing Early Education Environments**

#### Priorities:

- Increase the accessibility of quality early education by addressing affordability of care, hours of care, and issues of transportation. Address barriers to providers accepting State Child Care Assistance.
- Increase quality in early education by supporting high quality professional development opportunities and services regarding children's social/emotional development.
- Increase quality in early education by making available high quality support services and training to providers and by continuing to support the Quality Rating System.
- Increase the availability of quality early education, specifically addressing the need for additional infant care, quality providers accepting state funded care, and full-day, full-year programs.
- Increase parent and community demand/expectations for high-quality early care and education environments.

#### Local Indicators:

- ❖ Number and percent of early education environments meeting quality standards (e.g. NAEYC, NAFCC, QRS)
- ❖ Number of regulated child care programs (DHS licensed centers, DHS registered homes, CCR&R listed homes)
- ❖ Number of regulated child care slots (licensed, registered, and listed)

### **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.

## **Result Area: Children Ready to Succeed in School**

### Priorities:

- Early identification and follow-up of signs of toxic childhood stress and abuse.
- Early identification and follow-up of health, developmental, or behavioral obstacles.
- 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.
- Support preventive health services including well-child care, healthy nutrition, physical exercise, and dental care.
- Facilitate connections among schools, early childhood providers, and families to focus on the transition to school and the alignment of curriculum and expectations.

### Local Indicators:

- ❖ Number of confirmed child abuse reports
- ❖ Access to dental care
- ❖ Tracking Body Mass Index of children ages 2-5

## **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 (see pages 6-7) and:**

- 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.

**For additional information and definitions, see the Early Childhood Iowa website at [www.earlychildhoodiowa.org/local\\_system/Tools/tool\\_kit\\_tools.html](http://www.earlychildhoodiowa.org/local_system/Tools/tool_kit_tools.html).**

## 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 May 18, 2012.** 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, Coordinator  
Clinton/Jackson Early Childhood Iowa Area Board  
329 E. 11<sup>th</sup> Street  
DeWitt, IA 52742  
(563)659-3651  
[kreiter@clintoncounty-ia.gov](mailto: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:\_\_\_\_\_

If listing in priority order (see p. 8 and p. 15), please number each program,

**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 7.

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 Preschool Programs are required to report number and percent of children receiving a developmental screen. Where appropriate, preschool programs will be required to utilize a children's developmental screening tool to assess children's development. See Tool CC – Appendix 3.

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 4.

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 providers, 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):** The budget is to be on the excel forms. 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](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.

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 **May 23, 2012**. 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 Coordinator 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 7**
- 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](mailto:kreiter@clintoncounty-ia.gov)**

## **Attachments/Appendices**

- Appendix 1 – Tool G(A) Early Childhood Funding Parameters and Limitations
- Appendix 2 – Tool G(B) School Ready Funding Parameters and Limitations
- Appendix 3 – Tool CC Preschool Programming Support for Low-Income Families
- Appendix 4 – Tool FF Family Support and Parent Education
- Appendix 5 – Tool II Improve the Quality of Early Care, Health & Education Programs
- Appendix 6 – Tool J Common Results
- Appendix 7 – Statewide Performance Measures and Outcome Measures
- Appendix 8 – Compliance Assurances
- Appendix 9 – Contract components (insurance, etc.)
- Appendix 10 – Scoring Tool