

# DHLW Early Childhood Area

*Des Moines, Henry, Louisa, Washington*

## Request for Proposal Funding for July 1, 2017 – June 30, 2018

### **Purpose and Overview**

Early Childhood Iowa is a statewide initiative that provides funding to local designated area Boards to support the vision of *Every Child Beginning at Birth will be Healthy and Successful*. The local DHLW Early Childhood Area Board consists of members representing citizens, elected officials, education, health, human services, faith, business, and consumer. DHLW Early Childhood Area determines community needs for young children, establishes priorities, and provides funding for local programs.

**DHLW Early Childhood Area vision:** Every child beginning at birth will be safe, healthy and successful

**DHLW Early Childhood Area mission:** The DHLW Early Childhood Area community works together to maximize the status of the health, safety, education and care of children (prenatal through 5 years) and their families.

The DHLW Early Childhood Area Board is currently seeking applications from agencies/organizations that can provide services and/or activities that support efforts to improve the lives of young children and their families. All proposed projects should strive to fulfill at least one identified priority.

DHLW Early Childhood Area priorities:

- Increase the availability and accessibility of quality, affordable, and reliable childcare, preschool, and family support related services and networks for children prenatal – 5 years of age.
- Enhance parenting and child development knowledge for youth, parents, and early childhood professionals.
- Focus on prevention efforts to keep children safe and healthy. *Healthy* includes: medical, dental, mental, physical, vision and nutrition.

### **Eligible Applicants**

- Applicants must be service providers serving families with children pre-birth to 5 years residing in Des Moines, Henry, Louisa, and Washington Counties
- Applicants must be willing to serve families at 200% or lower poverty level
- Applicants will be willing to work collaboratively with the Early Childhood Director, Board, committees, other early childhood providers, and other service providers to achieve program objectives and successful outcomes

## **Funding**

The DHLW Early Childhood Area Board receives state funds. The Iowa Legislature determines the amount of funding for Early Childhood Iowa. That total amount is then distributed through a formula to the local Early Childhood Areas. At this time the exact funding for FY18 is unknown. The FY17 total allocation for the four counties was \$945,909 (after midyear reductions) and 21 contracts were awarded.

The DHLW Early Childhood Area Board receives funding in the following categories

- School Ready Preschool Support
- School Ready Family Support & Parent Education
- School Ready Quality Improvement
- School Ready General
- Early Childhood

Legislative stipulations and statewide performance measures apply to all categories. More information about regulations and requirements aligned with Early Childhood Iowa funds can be found at the Early Childhood Website in the [Tool Kit Tools](#). Allowable expenses for Early Childhood Iowa funding is outlined in detail in Tool G.

Submitted RFPs will be prioritized and matched to the eligible funding source. The Board will make every effort to braid funding and fulfill as many high scoring RFPs as possible, but not all programs are eligible for all funding sources. The stipulations and requirements attached to the funding categories means that a high ranking proposal may not receive funding.

The Board reserves the right to negotiate proposal details and may grant less than the amount requested. Proposals can be reproduced. Completed RFPs submitted to the DHLW Early Childhood Area Board are considered public documents.

## **Scoring**

Proposals will be evaluated using the following scoring process and guiding principles

25 points	Program Description
25 points	Best practice & qualifications
25 points	Data and Outcomes
25 points	Budget form and narrative

<b>TIMELINE</b>	
March 24, 2017	RFP released <ul style="list-style-type: none"> <li>• Notice sent via email to current providers</li> <li>• Notice sent to local news and radio</li> </ul>
April 28, 2017	Proposals due <ul style="list-style-type: none"> <li>• Electronic and hard copies of RFP must be received. PO Box only. If you need to make arrangements to drop off a packet in person, you must contact the DHLW Director.</li> </ul>
May 1 <sup>st</sup> -15 <sup>th</sup> 2017	Proposals reviewed by the Program Committee
May 16, 2017 OR June 20, 2017	DHLW Early Childhood Area Board meeting <ul style="list-style-type: none"> <li>• Program committee will submit funding recommendations for discussion and approval, pending legislative allocations are known.</li> </ul>
July 1, 2017 – June 30, 2018	Contract duration

***\*\*Timeline is subject to change by the DHLW Early Childhood Area Board as needed***

## **General Instructions –**

*Detailed instructions for each section are found in the RFP application document itself*

- All proposals are due by April 28, 2017
- All proposals must be typed in font no smaller than 12 point.
- Proposals shall not exceed **5** one sided pages plus the Cover page and Budget form.
- All questions in the application must be answered or identified as N/A. Do not erase the original question. *Notes* found within the application and identified in italics may be deleted to allow for more narrative by the applicant.
- Do not include binders, folders, or sheet protectors.
- Proposals should be submitted for each program. If an agency provides multiple programs, then multiple RFPs should be completed.
- **Submit:**
  - **One** electronic version of the completed RFP and Budget by **Friday April 28<sup>th</sup>** to Tasha Beghtol at [tbeghtol@dhlw.org](mailto:tbeghtol@dhlw.org)
  - **One** stapled original RFP **plus 11** stapled copies (copies may be double sided) to:  
DHLW Early Childhood Area  
PO Box 882  
Washington, IA 52353

All questions for this RFP should be directed to Tasha Beghtol 319-461-1369 [tbeghtol@dhw.org](mailto:tbeghtol@dhw.org)

## **Budget instructions –**

Budgets should be calculated on expenses projected for the time proposed contract time period. Matching funds are not required in order to be eligible for funding, but applicants must show any additional funds from other sources that directly support the service/activity in this application. Provide detailed narrative for each line item in the space identified on the excel form.

**Direct salaries:** Includes all staff and supervisors to be paid by the grant and doing work directly related to the program being funded. Include a detailed breakdown of the total salary per staff person. For example – 1 consultant (.5FTE) 20hrs/wk @ \$20/hr X 50wks = \$20,000

Salaries of an agency wide administrator should not be included in this section. See Indirect Administration below.

**Benefits:** Includes all benefits associated with the salary of the direct staff identified for the program such as social security, IPERS, health insurance, 401k, etc.

**Contracted services:** Includes any subcontracted staff that will be used to directly support the program requesting funding. Provide hourly and/or daily rates and the total cost.

**Travel:** Includes mileage, lodging and meals that are directly related to program activities of direct staff. Mileage rate shall not exceed the federal IRS rate. Hotel rates and meals shall not exceed the current federal rate. Rates can be found on the U.S. General Services Administration website - [GSA rates](#). Itemized receipts will be required. Travel does not include fuel expenses. Fuel receipts are only accepted if a contractor has fuel identified as a supply directly related to the service such as a transportation specific program.

**Equipment & supplies:** Includes operating supplies and materials such as pens, paper, ink, copies, phone, etc. and may be shown in one lump sum. Expenditures for single items over \$1000 must be itemized.

**Staff professional development:** Includes registration fees to attend trainings and/or conferences for the purpose of increasing direct staff knowledge.

**Incentives:** Includes items and or monetary rewards that are provided to clients/families/children participating in the services/activities. Scholarships/stipends provided to program participants would be considered an incentive expense for the program.

**Indirect Administration:** Indirect costs are those that are incurred for common or joint objectives benefitting all programs and cannot be readily identified or assignable to a final cost. Indirect costs relate to central management and administrative functions that are necessary and beneficial to all programs administered by the organization. Photo copies for the purpose of submitting claims are considered indirect administrative costs and should not be billed monthly as a direct program expense. All programs are encouraged to utilize indirect administration even if your agency does not have a formally established indirect rate. See Tool H (A) on the Early Childhood Iowa website for more information.

Proposals may not charge more than 8% indirect administration fees. The 8% indirect rate is calculated based on the subtotal request to the DHLW Early Childhood Board not the total operating costs of the program if other funding is received.

**Other:** Includes any direct program cost that does not fit into any other category.