



DHLW Early Childhood Area
Des Moines, Henry, Louisa, Washington

Draft

Agenda
May 18th 2021
5:00pm
Masonic Lodge, 206 N Main
Mt Pleasant, IA.

Location online

<https://us02web.zoom.us/j/82768701385?pwd=WGgwdEJjSWs5WmdBTjVQZmZnMUsrQT09>

Call to order (Establishment of quorum)

Approval of Agenda Action

Review/Acceptance of Minutes Action

1. Consider approval of March 16th 2021 minutes

Financial Report – Treasurer Action

2. Consider approval of current financial summary

Program Presentations Board
Professional
Development

3. CCR&R – Quality Improvement grant and childcare updates
4. Columbus Community Childcare Center

FY21 Contract & Budget Amendments – Tasha Beghtol Action(s)

5. Consider approval of WAGE\$ budget amendment request
6. Consider approval of Mt Pleasant Community Childcare Center budget increase, contract amendment

Executive Committee – Brad Quigley & Tasha Beghtol Action(s)

7. Consider approval of the DHLW operational and administrative FY22 budget
8. Consider approval of fiscal agent agreement with Central Iowa Juvenile Detention Center

Policy and Procedure updates – Tasha Beghtol & Executive Committee Action(s) &
Discussion

9. Consider approval of policy revisions for 1.4, 3.1, 4.3, 4.8, 4.9, 4.10 (action)
10. Consider approval of new policy 4.9a relating to special funding requests for one-time purchases or activities (action)
11. Review draft policy 4.12 Sunset Funding – Childcare Staff Support (discussion)

RFP/RFR Committee – Committee members Action

12. Consider approval of funding recommendations for FY22 programs

Administrative update – Tasha Beghtol Information

Individuals with disabilities are encouraged to attend. If you are a person with a disability who requires an accommodation in order to participate in this event please contact the Director at 319-461-1369.

Tasha Beghtol is inviting you to a scheduled Zoom meeting.

Topic: DHLW Early Childhood Area Board

Time: May 18, 2021 05:00 PM Central Time (US and Canada)

Every month on the Third Tue, 2 occurrence(s)

May 18, 2021 05:00 PM

Jun 15, 2021 05:00 PM

Please download and import the following iCalendar (.ics) files to your calendar system.

Monthly:

<https://us02web.zoom.us/join/82768701385?pwd=WGgwdEJjSWs5WmdBTjVQZmZnMU9rQT09>
https://us02web.zoom.us/meeting/tZYqceGvrjopEtFBxaRf5o4IQE9UyRLv2yAq/ics?icsToken=98tyKuGqqT0iHdSUsxGCRpwQB4_oWe3ziH5ej7d7vgfkMSYGBVffB8cbB6tNPM6C

Join Zoom Meeting

<https://us02web.zoom.us/j/82768701385?pwd=WGgwdEJjSWs5WmdBTjVQZmZnMU9rQT09>

Meeting ID: 827 6870 1385

Passcode: 647371

One tap mobile

+16699009128,,82768701385#,,,*647371# US (San Jose)

+12532158782,,82768701385#,,,*647371# US (Tacoma)

Dial by your location

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 346 248 7799 US (Houston)

+1 646 558 8656 US (New York)

Meeting ID: 827 6870 1385

Passcode: 647371

Find your local number: <https://us02web.zoom.us/j/82768701385?pwd=WGgwdEJjSWs5WmdBTjVQZmZnMU9rQT09>

Individuals with disabilities are encouraged to attend. If you are a person with a disability who requires an accommodation in order to participate in this event please contact the Director at 319-461-1369.

DHLW Early Childhood Area

Des Moines, Henry, Louisa, Washington

March 16th 2021

5:00pm

Location – online by zoom

Minutes

Members Present: Matt Latcham, Tricia Lipski, Cyndi Mears, Brad Quigley, Melody Raub, Chad Reckling, Mike Steele, Unity Stevens, Stan Stoops

Members Absent: Andrea Bowen and Shane McCampbell

Advisory members and guests present: Tasha Beghtol, Cassie Gerst, Jan Shelman, Gladys Moval, Chris Glosser, Stephanie Gardner, Jacob Dornbush, Jodi Norton, Amy McLaughlin, Joy Szewczyk, Bryan Baker, Nancy Grannaman, Linda Cavazos, Roberta Sloat, Melissa Tucker, Arin Jones, Pat McReynolds

Meeting was called to order by Brad Quigley at 5:00pm with a quorum present

Agenda

Motion to approve the agenda as presented

Moved: Melody Raub **Seconded:** Mike Steele

Motion carried unanimously

Membership

Application for membership from Shane McCampbell was reviewed

Motion to seat Shane McCampbell as a voting member of the board.

Moved: Cyndi Mears **Seconded:** Matt Latcham

Motion carried unanimously

The DHLW Board is now an 11-member board. Mr. Campbell represents an elected official.

Minutes

Motion to approve the minutes from February 16th 2021 as presented

Moved: Melody Raub **Seconded:** Mike Steele

Motion carried unanimously

Stan Stoops arrived at 5:06

Financial Report

Chad Reckling reviewed the financial summary and the monthly postings report from Central Iowa Juvenile Detention Center. Program carry over is still projected to be high for most contract. The Summit line item shows

overspent because the DHLW board acts as the funnel through for all bills. Partners reimburse DHLW after the event for their portion.

Motion to approve the financial summary and report as submitted

Moved: Cyndi Mears **Seconded:** Matt Latcham

Motion carried unanimously

Tricia Lipski arrived at 5:08

Tasha Beghtol shared updates about the Summit event and budget increases. The event is a partnership between Lee/Van Buren, Iowa/Jefferson/Keokuk, and DHLW. The total budget is \$15,000 for the 2-day event split equally by each area.

Motion to increase the Summit budget to \$5,000

Moved: Matt Latcham **Seconded:** Tricia Lipski

Motion carried unanimously

Program Presentations

Mt Pleasant Community Childcare Center – Amy McLaughlin shared updates about the new childcare center opening in Mt Pleasant. Construction on the old Family Video building is underway and they have a tentative opening date of June 1st. The center will be licensed for 68 children and currently have a list of 75 interested and/or registered. The center is run by a non-profit board and is taking donations. They just received \$184,000 from the state Future Ready Iowa grants.

Burlington Early Childhood Center – Bryan Baker provided an overview of the current classes and new childcare center happening in the old Corse Elementary building in Burlington. The building currently has 4-year-old preschool and Head Start classes. Construction and planning for the childcare center and 3-year-old preschool is underway. The center goal is to be a QRS level 5 within the first year. The center is operated by the district and staff will be district employees with benefits. Enrollment is currently taking place and the center is expected to be fully operational for the 2021-2022 school year.

RVAP, Child Abuse Prevention Trainings – Sarah Maxwell shared information about the work of RVAP and prevention trainings that have been held in the area. They have partnered with CCR&R to target childcare providers for 6 online prevention trainings. The program is affiliated with University of Iowa and covers much of Southeast Iowa.

Chad Reckling left at 5:55pm

Child Care Nurse Consultant (Des Moines Co) – Nancy Grannaman provided updates about her work in Des Moines Co with childcare sites. Face to face consultation services have been modified due to covid, but Nancy has been able to continue supporting programs. QRS participation is still good overall, but has stalled somewhat. There were 6 Healthy Child Care Iowa virtual trainings added this year for providers to attend. The center space at SCC as reopened under new management.

RFP/RFR Committee

Members reviewed and discussed draft Request For Renewal and Request For Proposal application materials as submitted by the committee. Consensus to have all members receive copies of all applications. A committee meeting will be scheduled for late April to review applications and consider recommendations.

Motion to approve the RFR and RFP application materials as presented by the committee.

Moved: Melody Raub **Seconded:** Matt Latcham

Motion carried unanimously

Tendercare RFP

TenderCare is a home based provider expanding and adding slots. The request is to help with new supplies and equipment. The RFP/RFR Committee reviewed the completed FY21 RFP and recommends funding.

Motion to approve funding for TenderCare as requested in the FY21 RFP application

Moved: Mike Steele **Seconded:** Tricia Lipski

Abstention: Unity Stevens

Motion carried

Administrative Update

Tasha Beghtol provided additional details about the Southeast Iowa Early Childhood Summit. The summit includes a family night and virtual conference for childcare providers. The website originally designed for the summit is being redesigned and is intended to be a regional early childhood resource. The site will include a calendar of activities and is a joint effort with CPPC and other ECI Area. The website is earlydevelopment.org.

Motion to adjourn by Stan Stoops at 6:30pm

Minutes submitted by Tasha Beghtol, Director

Approved on _____ Secretary _____

CIJDC financial report ending April 2021

REVENUE

FY20 carryover	\$	135,266.99
FY21 revenues	\$	897,637.00
interest earned YTD	\$	152.64

EXPENDITURE

YTD expenditures	\$	568,741.28
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\$ 1,033,056.63**\$ 568,741.28**

SUMMARY BY CONTRACT

	PROGRAM	CONTRACT - Budget	Y-T-D EXPENSES	BALANCE	% SPENT
1	CCNC - Henry/Louisa/Washington	\$ 52,917.84	\$ 23,772.70	\$ 29,145.14	45%
2	CCNC - DSM Co	\$ 33,061.00	\$ 22,892.88	\$ 10,168.12	69%
3	Burlington CSD	\$ 68,060.00	\$ 34,730.09	\$ 33,329.91	51%
4	HIGHER STEPS TO PROFESSIONALISM	\$ 40,000.00	\$ 31,413.24	\$ 8,586.76	79%
5	WAGES - All 4 Counties	\$ 36,180.74	\$ 24,237.34	\$ 11,943.40	67%
6	CART - Washington Co	\$ 21,829.61	\$ 13,122.37	\$ 8,707.24	60%
7	RVAP	\$ 2,017.00	\$ -	\$ 2,017.00	0%
8	CCR&R	\$ 10,700.00	\$ 6,500.00	\$ 4,200.00	61%
9	Mt Pleasant Childcare	\$ 25,000.00	\$ 5,492.31	\$ 19,507.69	22%
10	Columbus Childcare	\$ 20,000.00	\$ 14,000.00	\$ 6,000.00	70%
11	FAMILY CONNECTION - Washington	\$ 121,000.00	\$ 68,790.51	\$ 52,209.49	57%
12	FAMILY CONNECTION - Henry	\$ 98,493.00	\$ 66,136.31	\$ 32,356.69	67%
13	Louisa Healthy Families (HOPES)	\$ 78,197.00	\$ 55,376.77	\$ 22,820.23	71%
14	PAT - Des Moines Co	\$ 66,832.00	\$ 46,211.14	\$ 20,620.86	69%
15	EPIC - Young House	\$ 58,247.64	\$ 21,713.91	\$ 36,533.73	37%
16	PRESCHOOL SCHOLARSHIPS - All	\$ 45,000.00	\$ 21,339.97	\$ 23,660.03	47%
17	DENTAL - Henry/Washington	\$ 5,390.00	\$ 2,600.13	\$ 2,789.87	48%
18	DENTAL - Louisa Co	\$ 13,645.26	\$ 5,039.11	\$ 8,606.15	37%
19	DENTAL - DSM Co	\$ 30,977.76	\$ 13,894.39	\$ 17,083.37	45%
20	STAFF	\$ 88,000.00	\$ 72,341.00	\$ 15,659.00	82%
21	EC ADMINISTRATION	\$ 5,135.69	\$ 4,214.11	\$ 921.58	82%
22	SR- ADMINISTRATION	\$ 10,456.98	\$ 8,551.76	\$ 1,905.22	82%
23	SR general SUMMIT**	\$ 2,500.00	\$ 6,371.24	\$ (3,871.24)	255%
TOTAL		\$ 933,641.52	\$ 568,741.28	\$ 364,900.24	61%

SUMMARY BY FUNDING CATEGORY

CATEGORY	BUDGET	Y-T-D EXPENSES	BALANCE	% SPENT
SR - ADMIN	\$ 23,546.98	\$ 19,270.48	\$ 4,276.50	82%
SR - QUALITY IMPROVEMENT	\$ 72,015.11	\$ 56,624.62	\$ 15,390.49	79%
SR - GENERAL	\$ 687,648.72	\$ 337,171.15	\$ 350,477.57	49%
SR general SUMMIT	\$ 2,500.00	\$ 6,371.24	\$ (3,871.24)	255%
EC ADMIN	\$ 11,495.69	\$ 9,211.77	\$ 2,283.92	80%
EC - GENERAL	\$ 235,697.49	\$ 140,092.02	\$ 95,605.47	59%
TOTAL	\$ 1,032,903.99	\$ 568,741.28	\$ 464,162.71	55%

11:11 AM
05/04/21

Central Iowa Detention
DHLW #1 Postings Report- MONTH CASH

Cash Basis

April 2021

Num	Date	Name	Account	Paid Amount
EC DEP	04/06/2021	ECI	DHLW EC Admn	2,576.14 ✓
1382	04/06/2021	igraphix, inc	DHLW EC Admn copies	-11.55 ✓
444 Qtr 1383	04/06/2021	Mt Pleasant Childcare	DHLW EC General	-2,030.77 ✓
1382	04/06/2021	igraphix, inc	DHLW SR Admn copies	-23.50 ✓
EC DEP	04/06/2021	ECI	DHLW EC General	48,946.61 ✓
1381	04/06/2021	VanDijk Consultants	DHLW SR Summit	-200.00 ✓
1384	04/23/2021	CIJDC	DHLW EC Admn VISA	-66.87 ✓
1393	04/23/2021	Iowa AEYC	DHLW EC General WAGE#	-5,823.52 ✓
1397	04/23/2021	Burlington CSD	DHLW EC General course EC center	-3,858.90 ✓
1398	04/23/2021	Columbus Community Childcare Center	DHLW EC General	-2,000.00 ✓
1399	04/23/2021	Mt Pleasant Childcare	DHLW EC General	-3,461.54 ✓
1400	04/23/2021	CCR&R	DHLW EC General MAC training	-6,500.00 ✓
1401	04/23/2021	Grant Wood AEA	DHLW EC General CART	-2,365.42 ✓
1384	04/23/2021	CIJDC	DHLW SR Admn VISA	-135.76 ✓
1385	04/23/2021	Community of Action of Southeast Iowa	DHLW SR General PAT	-4,945.76 ✓
1386	04/23/2021	Community of Action of Southeast Iowa	DHLW SR General PS Schol	-2,025.28 ✓
1387	04/23/2021	Lutheran Services in Iowa	DHLW SR General HOPES	-6,540.17 ✓
1388	04/23/2021	Unity Point Health-Trinity	DHLW SR General CCNC	-3,675.89 ✓
1389	04/23/2021	Unity Point Health-Trinity	DHLW SR General Dental	-883.83 ✓
1390	04/23/2021	Lee county Health	DHLW SR General CCNC	-2,583.10 ✓
1391	04/23/2021	Lee county Health	DHLW SR General Dental	-1,596.49 ✓
1392	04/23/2021	Henry County Extension	DHLW SR General Fam Conn	-8,271.15 ✓
1394	04/23/2021	Washington County Public Health	DHLW SR General Dental	-838.27 ✓
1395	04/23/2021	Washington County Public Health	DHLW SR General Fam Conn	-10,656.57 ✓
1396	04/23/2021	Young House Family	DHLW SR General EPI	-3,020.01 ✓
SR DEP	04/23/2021	ECI	DHLW SR General	151,877.50 ✓
444 Qtr DEP	04/23/2021	ECI	DHLW SR Quality Improvement	15,825.25 ✓
DEP	04/23/2021	ECI	DHLW SR Admn	5,183.75 ✓
1384	04/23/2021	CIJDC	DHLW SR Summit VISA	-1,640.28 ✓
1402	04/30/2021	CIJDC	DHLW EC Admn	-901.93 ✓
1402	04/30/2021	CIJDC	DHLW SR Admn	-1,906.53 ✓
1402	04/30/2021	CIJDC	DHLW SR Quality Improvement	-7,503.76 ✓
INT	04/30/2021	ECI	DHLW EC General	0.78 ✓
INT	04/30/2021	ECI	DHLW SR General	2.49 ✓
TOTAL				140,945.67

Budget Amendment Request FY21 (DHLW Early Childhood Area)

Instructions: Send a completed and signed form (PDF format) to theightol@dlhw.org

Note: Document has formulas embedded, but is not protected. If you 'delete' a cell the formula will be deleted.

Iowa Association for the Education of Young Children - Child Care WAGE\$ ® IOWA

Line Item descriptions and budget justification (This column should match original budget as approved by DHLW for the contract period - copy & paste)	Current budget	Revised budget request	% change	Brief explanation of line item change.
Direct staff salaries Approximately .1 FTE to support DHLW pilot project. Includes partial time for counseling and program coordination, including tasks such as data entry, professional development counseling with participants, visits to programs, employment verifications, payment processing, database management, etc. Additional support for salary costs comes from United Way of Central Iowa, the Iowa Department of Human Services, the Iowa Department of Management, and other local ECI areas serving as pilot sites.	\$ 6,672.50	\$ 4,721.75	-29%	In the original budget amendment for FY21, we increased the staff line to match the stipend line. However, we would prefer to spend these dollars in the DHLW area directly if possible. Moving these funds will allow us to pay more stipends.
Direct Staff Benefits Iowa AEYC provides staff a comprehensive benefits package with PTO, short term disability, dental and health insurance, simple IRA retirement plan, and life insurance.	\$ 1,177.50	\$ 833.25	-29%	In the original budget amendment for FY21, we increased the staff line to match the stipend line. However, we would prefer to spend these dollars in the DHLW area directly if possible. Moving these funds will allow us to pay more stipends.
Contract Services insert narrative here	\$ -	\$ -	#DIV/0!	
Travel insert narrative here	\$ 155.00	\$ -	-100%	No travel has happened during FY21. We've seen an increase in printing and mailing during FY21. These funds will be split between the supplies and stipend lines.
Equipment insert narrative here	\$ -	\$ -	#DIV/0!	
Office Supplies insert narrative here	\$ 154.29	\$ 200.00	30%	We've seen an increase in printing and mailing during FY21. These funds are being moved from the travel line to this current line

4/15/2021
date

Budget Amendment Request FY21 (DHLW Early Childhood Area)

Instructions: Send a completed and signed form (PDF format) to tbehtol@dhlw.org

Note: Document has formulas embedded, but is not protected. If you 'delete' a cell the formula will be deleted.

Mt. Pleasant Community Childcare Center

Line item descriptions and budget justification (This column should match original budget as approved by DHLW for the contract period - copy & paste)	Current budget	Revised budget request	% change	Brief explanation of line item change.
Direct staff salaries	\$ 25,000.00	\$ 25,000.00	0%	
Current award is being used to pay Director salary during construction, planning and hiring for the Mt. Pleasant Childcare Center.				
Direct Staff Benefits	\$ -	\$ -	#DIV/0!	
insert narrative here				
Contract Services	\$ -	\$ -	#DIV/0!	
insert narrative here				
Travel	\$ -	\$ -	#DIV/0!	
insert narrative here				
Equipment	\$ -	\$ 30,000.00	#DIV/0!	

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\$	-	\$	-	#DIV/0!
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	#DIV/0!
\$ -	\$ -

	\$	\$	#DIV/0!
	-	-	

	\$	\$	#DIV/0!
	-	-	

\$	1	\$	1
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\$ 25,000.00	\$ 55,000.00	
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date 2/21/007

DHLW Early Childhood Area

Des Moines, Henry, Louisa, Washington

Executive Committee Minutes

April 20th 2021, 2:00pm

Columbus Junction City Hall

232 2nd St, Columbus Junction, IA

Online option: <https://us02web.zoom.us/j/87178246348>

Members Present: Brad Quigley, Chad Reckling, Cyndi Mears, Tasha Beghtol

Director Annual Performance Evaluation

Members completed a performance evaluation for the Director. Discussion was held regarding evaluation tool scoring and the Director's professional goals. The Executive Committee recommends a 2.5% salary increase based on evaluation scores and alignment with other county level increases within the area. Health insurance stipend and mileage annual budget remain the same. Mileage reimbursement is raised to the federal rate aligning with what is allowed for contracted programs.

Budget FY22

Members reviewed and discussed the overall board operational budget. Insurance premiums are expected to increase by up to 15%. Exact Association dues are unknown at this time. A place holder amount comparable to the last 2 years was included. Technology expenses have increased due to the need for a hot spot device.

Recommendation that the full board approve the operational and administrative FY22 budget as presented.

DHLW Board Operational Budget	
Executive Committee 4-20-2021	
board liability insurance	\$ 2,300.00
fiscal agent and employer of record fees and audit	\$ 8,304.00
Technology (web fees, virus protection, adobe, zoom, verizon hot spot)	\$ 2,000.00
misc supplies and equipment, copies, postage, etc	\$ 1,500.00
rental fees for meeting space	\$ 400.00
meals - special meetings	\$ -
Association fees	\$ 800.00
subtotal	\$ 15,304.00
Staff salaries and benefits (health ins, IPERS, mileage)	\$ 89,859.58
TOTAL	\$ 105,163.58

Individuals with disabilities are encouraged to attend. If you are a person with a disability who requires an accommodation in order to participate in this event please contact the Director at 319-461-1369.

FY21 Contracts and Budget

Estimated FY21 carryover update

- Tasha reviewed updated projections for carry over and target spending to remain within required 20% allowed. Based on spending trends and information from the programs, the board will need to allocate an additional \$13,000 - \$25,000. If programs do not spend as they projected, then additional efforts will need to be made in May and June.

Request for budget amendment (exception to policy review) – WAGE\$

- Budget amendment does not increase the contract amount. The program is asking to shift funds from staff salaries into direct payments to childcare providers. Discussion was held regarding some concerns about shifting dollars at the last minute.

Recommendation that the full board approve the WAGE\$ budget amendment request with an emphasis on using the additional direct provider funds to serve new participants.

Request for budget amendment (contract increase) – Mt Pleasant Community Childcare Center

- The request is for a \$ 30,000 contract increase. The additional funds would be used to purchase classroom equipment and supplies. The center continues to raise funds and has had some large donations, but overall expenses still outweigh costs.

Recommendation that the full board consider a maximum increase of \$25,000.

Request to apply – letter of intent from Amy Liles

Members reviewed a letter from a home based childcare provider seeking to submit a FY21 RFP for fencing and supplies. The request is not urgent, does not expand slots or quality, and additional stimulus funding opportunities are coming soon through CCR&R. Members agreed by consensus to not allow an additional FY21 application. No further action is needed. Per board policy the Executive Committee decision is final on this request.

Policy and Procedure updates

Members reviewed several policies for revisions and discussed new policies to be considered.

Recommendation that the full board approve revisions to policies

- 1.4 Open Meetings Procedure
- 3.1 Budget – DHLW Early Childhood Area Board
- 4.3 Provider Budgets
- 4.8 Contract Monitoring – quarterly reports
- 4.9 Special Request for Funding – Extended services
- 4.10 Quality Standards – Preschool Scholarship Program

Recommendation that the full board consider a new policy (4.9a) for special funding requests related to one time purchases of equipment or single activities or events.

Individuals with disabilities are encouraged to attend. If you are a person with a disability who requires an accommodation in order to participate in this event please contact the Director at 319-461-1369.

FY2022 FISCAL AGENT AGREEMENT

This agreement, made this 1st day of July, 2021 is between the DHLW Early Childhood Iowa Area Board hereafter referred to as **LOCAL BOARD**, and Central Iowa Juvenile Detention Center (CIJDC), hereafter referred to as the **Fiscal Agent**.

I. Purpose of Agreement

The LOCAL BOARD has been designated an Early Childhood Iowa area within the geographical area it serves and has received a grant of state funds of **\$688,983** for a School Ready Children Services program, and a grant of state funds of **\$195,702** for an Early Childhood Program (hereinafter referred to jointly as ECI grant funds).

Pursuant to Iowa Code Chapter 256I the LOCAL BOARD is required to designate a public entity as a fiscal agent to administer grant funds. Central Iowa Juvenile Detention Center (CIJDC) has been designated as the fiscal agent for the Board.

II. Duration of Agreement

This agreement shall become effective on July 1, 2021. This agreement shall remain in effect until June 30, 2022, or until earlier terminated according to the provisions herein. This agreement may be renewed or extended by the mutual written agreement of the parties in the form of an amendment specifying the new agreement period and the amount of funds available to the LOCAL BOARD for the new agreement period. All other terms of the agreement shall remain in effect unless otherwise specifically amended.

III. Responsibilities of Fiscal Agent

The Fiscal Agent shall provide the following services for each of the two separate funds for which it is acting as fiscal agent:

- A.** Deposit ECI grant funds into accounts in accordance with Iowa Code Chapter 12C and the Cash Management Improvement Act, 31 U.S.C. §6501 et seq.
- B.** Issue payments from the ECI grant account as directed by authorized LOCAL BOARD personnel. Payments shall be issued to the individual, vendor, business, or other entity identified by the LOCAL BOARD, in the amount specified, and to the address provided by the LOCAL BOARD. Payments shall be issued as directed, within 10 work days from the date the Fiscal Agent receives written notification from authorized LOCAL BOARD personnel.
- C.** Be responsible for any costs charged by the financial institution for maintaining the ECI grant accounts or accounts containing ECI funds. The Fiscal Agent shall ensure that any such costs are reduced or offset to the extent possible through earnings credits offered by the financial institution.
- D.** Be responsible for completing and submitting any 1099 reports as required by federal or state law or regulation.
- E.** Maintain separate accounting records for School Ready Children Grant Program and Early Childhood Grant Program funds that at a minimum include the following:

1. For each School Ready Children Services grant payment and for each Early Childhood Program grant payment made as directed by the LOCAL BOARD:
 - a. The date written notification/authorization was received from the Local Board.
 - b. The name of the authorized LOCAL BOARD staff authorizing the payment.
 - c. The name and mailing address of the payee.
 - d. The amount of the payment.
 - e. The check number or other unique identification of the payment.
 - f. The date the payment was mailed or hand-delivered to the payee.
 - g. The date the payment is cleared or paid out of the ECI grant account or account containing ECI funds.
 - h. The date of any stop payment requested by the Fiscal Agent and the reason.
 2. Running balances for each fund which include:
 - a. The cumulative amount of payments authorized by the LOCAL BOARD.
 - b. The cumulative amount of payments issued.
 - c. Available ECI grant funds that are not encumbered or otherwise allocated for payments made but not yet cashed.
- F.** Provide for, account for and deposit the amount of any monthly bank costs for maintaining the ECI fund account or proportion of such costs attributable to that portion of an account constituting ECI grant funds, and the amount of any monthly interest earned for the Early Childhood Iowa grant account or proportion of such earnings attributable to that portion of an account constituting ECI grant funds into the appropriate Early Childhood Iowa grant account.
- G.** Submit monthly expenditure reports within 15 work days from the end of the prior month to the LOCAL BOARD. Reports shall be submitted in a format agreed to by the LOCAL BOARD and the Fiscal Agent, and shall include as much of the information as the Fiscal Agent is required to maintain as described in this section as the LOCAL BOARD may request, and as is necessary to reconcile the records of the LOCAL BOARD with the records of the Fiscal Agent.
- H.** Submit a report within 15 workdays from the end of the agreement period, or such earlier date as the agreement may be terminated, to the LOCAL BOARD. The report shall be submitted in a format agreed to by the LOCAL BOARD and the Fiscal Agent, and shall include as much of the information as the Fiscal Agent is required to maintain as described in this section and as the LOCAL BOARD may request, and as is necessary to reconcile the records of the LOCAL BOARD with the records of the Fiscal Agent.
- I.** Iowa Administrative Code Section 541-9.4(2)(e) requires an audit, conducted by an independent agency, of the ECI grant funds managed by area boards. "Audit" means a financial review by area boards of early childhood Iowa funds. Requirements are found in the Early Childhood Iowa on-line toolkit, Tool UU.
- J.** Provide services in section III at a cost of **\$8,304** to the LOCAL BOARD. This fee includes FISCAL AGENT and EMPLOYER OF RECORD, and AUDIT duties and responsibilities. This fee shall be paid on a monthly basis. The EMPLOYER of RECORD memorandum of understanding agreement is separate from this agreement and is for an indefinite period of time.
- K.** Return unexpended ECI grant funds and accrued interest as may be required by law, to the LOCAL BOARD if this agreement is terminated or if ECI grant funds remain in an account held by the Fiscal

Agent at the end of the agreement period, unless the agreement is renewed or extended as provided for herein.

- L.** If this agreement is renewed or extended any unexpended ECI grant funds remaining in an account held by the Fiscal Agent at the end of the current agreement period shall be retained by the Fiscal Agent for use in the next agreement period.

M. Other responsibilities of the FISCAL AGENT

Receipt of Revenue

The FISCAL AGENT will provide notice to the LOCAL BOARD the date of any checks or currency deposited in the FISCAL AGENTs bank account within in 15 work days of receipt of any deposits.

Monthly Accounting

The FISCAL AGENT will provide to the LOCAL BOARD on a monthly basis a full accounting of payments made. This will include the name of the vendor, date paid, check number, and the amount of payment and will keep a running balance of payments made to contractors.

Account Balance

The FISCAL AGENT will provide the monthly account balance of each categorical funding stream to the LOCAL BOARD by the 20th of the following month.

Bank Account

The FISCAL AGENT will keep the LOCAL BOARD funding separate from the FISCAL AGENT'S funding. A separate bank account will be maintained and balanced monthly by the FISCAL AGENT. A copy of the monthly bank statement shall be provided to the LOCAL BOARD by the 20th of each month.

Year End Financial Report

The yearend state financial report and program progress report requires the FISCAL AGENT'S signature. The yearend state financial report and program progress report will balance with the FISCAL AGENT'S financial records.

N. Agreed Upon Procedures

The FISCAL AGENT shall assist the LOCAL BOARD in complying with the Agreed Upon Procedures consistent with State Early Childhood Iowa requirements.

IV. Responsibilities of LOCAL BOARD

The LOCAL BOARD shall have the following responsibilities:

- A.** Advise the Fiscal Agent in writing of the identity of LOCAL BOARD personnel authorized to approve and submit payment requests for ECI grant funds to the Fiscal Agent and to receive and review expenditure and other reports from the Fiscal Agent as required herein.
- B.** Determine the amount and payee for any payment to be made from ECI grant funds.
- C.** Authorized staff shall submit a dated written authorization to the Fiscal Agent to make payments for ECI grant funds approved by the LOCAL BOARD, which authorization shall designate whether payment should be made from the School Ready Children grant account or the Early Childhood Program account.

- D.** Maintain separate accounting records for each School Ready Children Services program payment and for each Early Childhood Program payment authorized to be paid by the Fiscal Agent that at a minimum include the following:
1. The date written notification/authorization was submitted to the Fiscal Agent.
 2. The name of the authorized LOCAL BOARD staff authorizing the payment.
 3. The name and mailing address of the payee.
 4. The amount of the payment.
- E.** Review on a monthly basis the monthly expenditure reports submitted by the Fiscal Agent and reconcile with the records maintained by the LOCAL BOARD. The LOCAL BOARD and Fiscal Agent shall work together to resolve any discrepancies and take any necessary corrective action.
- F.** Review the report submitted by the Fiscal Agent at the end of the agreement period or other termination of the agreement and reconcile with the records maintained by the LOCAL BOARD. The LOCAL BOARD and Fiscal Agent shall work together to resolve any discrepancies and take any necessary corrective action.
- G.** Any ECI grant funds allocated to the LOCAL BOARD remaining unexpended at the end of the state fiscal year shall be retained for use in the next state fiscal year and shall be treated as an advance of the ECI grant funds allocated to the LOCAL BOARD for the next state fiscal year.
- H.** Other responsibilities of the LOCAL BOARD.

Funding Plan

The FISCAL AGENT will be provided each year with a copy of the funding plan/approved state budget. The funding plan will describe in detail the categorical funding utilized for each project, the amount of the grant award and the projected carryover of each categorical fund.

Contracts

The FISCAL AGENT will receive a copy of all contracts and contract amendments and is to be kept on file at the FISCAL AGENT's office.

Payment Vouchers

The LOCAL BOARD shall utilize a contractor expenditure reporting system designed by the LOCAL BOARD. The FISCAL AGENT will be provided a payment voucher report based on all signed claim vouchers. Documentation of all expenses will be kept by the LOCAL BOARD and available for review by the FISCAL AGENT upon request. The DHLW Early Childhood Area Executive Director will conduct a technical review of all payment vouchers and will signify that expenditures are appropriate. The payment vouchers will be signed by the contractor and by at least one LOCAL BOARD representative in original signature. Approval of contractor payment vouchers and board related expenses is the sole responsibility of the LOCAL BOARD.

Tracking of Categorical Funding Streams

Categorical funds will be coded appropriately by the LOCAL BOARD and information will be provided on each payment voucher. The DHLW Early Childhood Area Executive Director will code each categorical fund that is to be utilized. The FISCAL AGENT will track each categorical funding stream utilizing the FISCAL AGENTS accounting system. Each month the LOCAL BOARD will reconcile categorical funding streams with the FISCAL AGENT.

Spreadsheets

The LOCAL BOARD will provide the FISCAL AGENT with a formulated categorical funding spreadsheet and a formulated contractor spreadsheet to be utilized monthly by the FISCAL AGENT.

Year End Financial Report

A yearend state financial report and program progress report, utilizing the state required format, will be completed by the LOCAL BOARD. This report shall be reconciled with the FISCAL AGENT'S financial reports.

V. General Provisions

- A. Agreement Amendment** - The agreement shall be amended only upon written agreement of both parties.
- B. Renegotiation Clause.** In the event there is a revision of Federal regulations, state laws, or administrative rules and this agreement no longer conforms to those regulations, laws, or rules, all parties will review the agreement and renegotiate those items necessary to conform with the new regulations, laws, or rules.
- C. Termination of Agreement**
 - 1. **For Cause.** Causes for termination during the period of the agreement are:
 - a. Failure of the Fiscal Agent to complete or submit required report.
 - b. Failure of the Fiscal Agent to make financial and statistical records available for review by the Board or other authorized party.
 - c. Failure of the Fiscal Agent to abide by the terms of this agreement.

If one of the above occurs, the LOCAL BOARD shall provide written notice to the Fiscal Agent requesting that the noncompliance be remedied immediately. In the event that the noncompliance continues fifteen (15) days beyond the date of the written notice, the LOCAL BOARD may either immediately terminate the agreement without additional notice, or enforce the terms and conditions of the agreement and seek any legal or equitable remedies.

- 2. **Across the board reductions.** Any across the board reductions in State appropriations shall apply to this agreement. Should the LOCAL BOARD determine that the across the board reduction will affect this agreement, any funds allocated to the project and deposited with the Fiscal Agent will be adjusted pursuant to the reduction. The LOCAL BOARD shall provide the Fiscal Agent reasonable written notice before any across the board reduction is put in place. During the notice period, the parties will meet and attempt in good faith to agree upon changes to this agreement to address such reduction.
- 3. **State reorganization plan.** The LOCAL BOARD shall have the right to terminate this agreement, by giving the Fiscal Agent reasonable written notice, in the event the LOCAL BOARD is altered by legislative mandate or by direction of the State of Iowa or federal government.
- 4. **Legislative reorganization.** The Fiscal Agent expressly acknowledges that the initiative delivered pursuant to this agreement is subject to Legislative change by either the federal or state governments. Should either legislative body enact measures which alter the initiative, the Fiscal Agent shall not hold the LOCAL BOARD liable in any manner for the resulting changes. The LOCAL BOARD shall provide reasonable written notice to the Fiscal Agent of any such legislative change. The

parties will meet and attempt in good faith to agree upon changes to this agreement to address such reorganization.

5. Upon notice. Either party may terminate this agreement by providing 30 days written notice to the other party.

- D. Confidentiality** - The Fiscal Agent shall comply with all applicable federal and state laws and regulations on confidentiality.
- E. Statement Regarding Meeting All Federal and State Requirements** - The Fiscal Agent shall be in compliance with all applicable federal and state laws, rules, and regulations.
- F. Records Retention** - The Fiscal Agent shall maintain records that document the validity of reports submitted to the LOCAL BOARD. The Fiscal Agent shall retain all books, records, or other documents relevant to this agreement for a period of five (5) years after this agreement is no longer in effect after final payment, or until final audit findings have been resolved, whichever is later.
- G. Review of Contract Related Documentation** - Upon request, the Fiscal Agent shall allow authorized representatives of the LOCAL BOARD or state or federal agencies to have access to the records as is necessary to confirm compliance with the specifications of this agreement. Reviews may include off-site or on-site visits to the Fiscal Agent, the Fiscal Agent's central accounting office, the offices of the Fiscal Agent's agents, a combination of these, or by mutual decision, to other locations.
- H. Federal Lobbying Requirements** - In accordance with the requirements under 34 CFR 82, "New Restrictions on Lobbying," the Fiscal Agent shall comply with the restrictions on lobbying requirements. The Fiscal Agent certifies, to the best of his or her knowledge and belief, that: No federal appropriated funds have been paid or will be paid on behalf of the sub-grantee to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of the Congress, an officer or employee of the Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any federal contract, grant loan or cooperative agreement.

If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a Member of the Congress, or an employee of a Member of Congress in connection with this Contract, grant, loan, or cooperative agreement, the applicant shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

The Contractor shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

I. Certification Regarding Drug Free Workplace

Requirements for contractors who are not individuals. If Contractor is not an individual, by signing below Contractor agrees to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the person's workplace and specifying the actions that will be taken against employees for violations of such prohibition;
2. Establishing a drug-free awareness program to inform employees about:
 - a. The dangers of drug abuse in the workplace;
 - b. The person's policy of maintaining a drug-free workplace;
 - c. Any available drug counseling, rehabilitation, and employee assistance programs; and
 - d. The penalties that may be imposed upon employees for drug abuse violations;
3. Making it a requirement that each employee to be engaged in the performance of such contract be given a copy of the statement required by subparagraph 1;
4. Notifying the employee in the statement required by subparagraph 1, that as a condition of employment on such contract, the employee will:
 - a. Abide by the terms of the statement; and
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction;
5. Notifying the contracting agency within 10 days after receiving notice under subparagraph 4b from an employee or otherwise receiving actual notice of such conviction;
6. Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted, as required by 41 U.S.C. § 703; and
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of subparagraphs 1, 2, 3, 4, 5, and 6.

Requirement for individuals. If Contractor is an individual, by signing below Contractor agrees to not engage in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the performance of the contract.

Notification Requirement. Contractor shall, within 30 days after receiving notice from an employee of a conviction pursuant to 41 U.S.C. § 701(a)(1)(D)(ii) or 41 U.S.C. § 702(a)(1)(D)(ii):

1. Take appropriate personnel action against such employee up to and including termination; or
2. Require such employee to satisfactorily participate in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.

- J. Debarment, Suspension, And Other Responsibility Matter Requirements** - In accordance with the requirements under 34 CFR 85, "Government-wide Debarment and Suspension (Nonprocurement)," the Fiscal Agent shall comply with the debarment and suspension requirements. The Fiscal Agent agrees, to the best of its knowledge and belief, that it and its subcontractors:

Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;

Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;

Are not presently indicted for otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated above; and

Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

- K. Environmental Tobacco Smoke Requirements** - The Contractor shall comply with the requirements of Public Law 103-227, Part C. Environmental Tobacco Smoke, also known as the Pro-Children Act of 1994 (Act). The Act requires that smoking not be permitted in any portion of any indoor facility owned or leased or contracted for by an entity and used routinely or regularly for the provision of health, day care, education, or library services to children under the age of 18, if the services are funded by Federal programs either directly or through States, local governments, by Federal grant, contract, loan, or loan guarantee. The Contractors will require that the language of this certification be included in any Contracts which contain provisions for children's services and that all sub-contractors shall certify accordingly.

DHLW Early Childhood Area

Central Iowa Juvenile Detention Center

Signature

Brad Quigley

Printed Chairperson Name

Board Chairperson

Title

Date

PO Box 882, Washington IA 52353

Address

Signature

Tony Reed

Printed Contact Name

Central Iowa Juvenile Detention Center

Agency

Executive Director

Title

Date

2317 Rick Collins Way, Eldora, Iowa 50627

Address

(641) 858-3852

Telephone Number

963840579

DUNS number

42-1414825

EIN number

Policy ID: 1.4	Title: Open Meetings Procedure	Date Approved: 3/17/2015
Effective Date: 1/1/2015	Approved by: DHLW Early Childhood Area Board	
Revised: May 16 th 2017, November 2019		

Policy: Procedure for announcing meetings and posting agendas to the public.

Bylaw/Iowa Code: DHLW Early childhood Area Bylaws Article 2 & 6. Iowa Code Chapter 21.

Purpose: To outline how meetings are publicized and where agendas are posted.

Scope: This policy applies to the Director.

Responsibilities: The Director is responsible for publicizing all meetings.

Procedure: Press releases are sent electronically to newspapers and radio stations located within Des Moines, Henry, Louisa, and Washington Counties. Newspapers & radio stations include, but are not limited to, those located in Burlington, Mt. Pleasant, and Washington:

- ~~Mt Pleasant News~~
- ~~Washington Evening Journal~~
- ~~Burlington Hawkeye~~
- ~~KCH~~
- ~~KILJ~~
- ~~KBUR~~

~~Communities with small publications that do not run daily may not post the meeting notice due to scheduling.~~

The press release will include at a minimum:

- Name of the Board or Committee that will be convening
- Time and date of the meeting
- Location of the meeting
- Tentative agenda

Tentative agendas may or may not be posted by the media per their discretion and print schedules. The Board does not pay fees to post agendas. Electronic copies of the agenda will be posted on the board's website ~~and sent to the office of the meeting location for posting.~~

Policy ID 3.1	Title: Budget – DHLW Early Childhood Area Board	Date Approved: 6-16-2015
Effective Date:6-16-2015	Approved by: DHLW Early Childhood Area Board	
Revised: January 16, 2018		

Policy: The ECA Board will complete an annual budget and submit it to the ECI office on or before July 15th.

Bylaw/Iowa Code: Chapter 256 I

Purpose: The ECA Board is required to submit an annual budget to the office of ECI. The budget must be approved by the state office in order to receive funding from the state. The ECA Board budget is developed based on recommendations from the Program Committee and funding decisions approved by the full Board. The budget shall comply with all state requirements including appropriate use of categorical funding.

Responsibilities: The ECA Director is responsible for all budget-related activities including, but not limited to: completing required forms, understanding funding categories and allowable expenses, and submitting required documents to the state ECI office. The ECA Board is responsible for reviewing and approving the annual budget.

Definitions: None

Procedure: General procedure:

The budget is reviewed ~~and approved at the~~ at the May and/or June ECA Board meeting. The budget shall reflect funding decisions made during the RFR/RFP process. ~~made in May unless insufficient funds are available and/or the category of funding available does not match the program to be funded.~~ The Director will submit an approved electronic copy of the budget to the state office. Confirmation from the state of the approved or denied budget is received by the Director. The Director will complete technical corrections or revisions as required by the state office. ~~review approvals or requested corrections as received from the ECI state office with the DHLW Treasurer.~~

Categorical funds:

Programs that have been awarded contracts for services through the ECA Board will be allocated funds based on the category that best fits the intent of the service. A

program may be funded with multiple categories if the service is eligible for more than one. A program that fits into multiple categories may be funded solely out of one category and show \$0 in another for the purpose of minimizing budget amendments.

Budget amendments:

Amendments are required to be submitted to the ECI state office in the event that a new program is being funded or a category used to fund a current program is being changed.

Forms: DHLW Early Childhood Area Budget (state created and required form)
Budget worksheet

Policy ID: 4.3	Title: Provider Budgets	Date Approved: 1/19/2016
Effective Date: 1/19/2016	Approved by: DHLW Early Childhood Area	
Revised: January 16, 2018		

Policy: Providers will submit and monitor annual budgets for all services to be paid by DHLW Early Childhood Area.

Bylaw/Iowa Code: None

Purpose: Provider contracts are monitored on a regular basis for accuracy of expenditures as they relate to the program budget approved by the ECA Board. Contracts are not entered into without approved budgets. Budgets must follow the format provided and *budget instructions* found in the RFP and/or RFR application.

Scope: This policy applies to Providers.

Responsibilities: The Provider is responsible for submitting a budget along with a ~~request for proposal (RFP)~~RFP and/or RFR. The budget shall be established on an annual basis and include a detailed narrative justifying all costs.

Definitions: Provider - an agency, organization, school district, or preschool that has entered into a contract with the DHLW Board to provide services to families and children.
RFP (Request for Proposal) – process of receiving and reviewing applications for new and/or currently funded programs
RFR (Request for Renewal) – abbreviated process used to consider current programs for continued funding

Procedure: Providers will submit annual budgets. Budgets will be reviewed by a committee of the DHLW Board. Any required corrections or clarifications will be identified by the committee. The committee will make funding recommendations to the full Board based on the RFP/RFR and budget submitted by the Provider. Recommendations may be less than the budget submitted by the Provider. If the Board approves a contract amount that is less than the submitted budget, then the Provider must submit a revised budget to the Director prior to contracts being released for signatures.

Forms: RFP – budget instructions
RFP budget sheet
RFR – budget instructions
RFR budget sheet

Policy ID: 4.8	Title: Contract Monitoring – quarterly reports	Date Approved: 11/17/2015
Effective Date: 11/17/2015	Approved by: DHLW Early Childhood Area Board	
Revised: November 2019		

Policy: All Providers must submit quarterly reports.

Bylaw/Iowa Code: Iowa Code Chapter 256I.6

Purpose: This policy identifies how the DHLW Board will review quarterly reports and what steps will be taken if a program is not showing appropriate progress of benchmarks or scope of work expected to be completed.

Scope: This policy applies to Providers and the DHLW Director.

Responsibilities: The ECA Director is responsible for disseminating quarterly report templates to the Provider.

Definitions: Provider - an agency, organization, school district, or preschool that has entered into a contract with the DHLW Early Childhood Area Board to provide services to families and children.

Procedure: Quarterly reports will be sent to the DHLW Director via email. The Director will review all reports for accuracy and completeness. Reports are available to the public upon request. The Director will conduct a technical review of the 1st quarter report. The Director will create a summary report of the 2nd and 3rd quarter reports, and disseminate it to the full board via email. The summary report will include highlights of activities and data, and identify programs that are not on target to meet benchmarks as established in the RFP and contract. Data from year end reports (4th quarter) will be incorporated into the annual report overview and approval by the full board in the fall.

If a program is identified as not on target, then the program must submit a written explanation and plan for improvement. If the lack of progress is significant, without clearly identified extenuating and/or unusual circumstances, then the program must attend a DHLW Board meeting to address the issue and present their improvement plan. The program may be required to submit monthly reports until issues are resolved.

Forms: Quarterly Report Template

Policy ID: 4.9	Title: Special request for funding – <u>Extended services</u>	Date Approved: 11/4/2015
Effective Date: 11/4/2015	Approved by: DHLW Early Childhood Area Board	
Revised: <u>May 2021</u>		

Policy: DHLW Early Childhood Area may accept applications for funding on individual basis throughout the year.

Bylaw/Iowa Code: DHLW Early Childhood Area Policy 4.1

Purpose: This policy provides a process by which the DHLW Board may receive a request for funding after the regularly established process has already been completed. This policy applies to projects providing extended services and/or long term programs. Requests for one time purchase or single activity are not eligible under this policy (see Policy 4.9.a).

Responsibilities: The agency or organization seeking funding is responsible for contacting the DHLW Director and adhering to all required steps as outlined in this policy. The ECA Board is responsible for making funding decisions.

Definitions: RFP – Request For Proposal

Procedure: Agencies or organizations seeking funding from the DHLW Board after the typical funding process timeline has passed (see policy 4.1) must contact the DHLW Director ~~and schedule a face to face meeting~~ to discuss the potential request. ~~- The agency or organization must demonstrate clearly defined need that is the result of unique or new circumstances that have developed or been imposed on them within 6 months of the request.~~

The DHLW Director will determine if

1. The need meets eligible criteria for receiving ECI funds
2. Funding is available for the project if an application is submitted

If both items are met then the applicant may submit a letter of intent to request funding to the DHLW Board.

The Executive Committee will review the letter. The Executive committee may determine,

1. That the board will not accept a request for funding and the applicant must wait until the next RFP cycle.

OR

2. The applicant is allowed to make a request for funding. If a request is allowed, then the applicant MUST
 - a. submit a completed application within 30 days of the Executive Committee's decision to allow the application
 - b. Use the most current ~~answer all questions in the currently approved~~ RFP application approved by the DHLW Board
 - ~~c. provide a detailed budget of the project~~
 - ~~d. c.~~ include any additional information requested by the DHLW Director

The application will be reviewed by ~~the Program Committee~~ a committee of the DHLW Board and placed on the agenda of ~~the a~~ regularly scheduled DHLW Board meeting. All decisions regarding a special request for funding ~~made outside of the RFP process made by the DHLW Board~~ are final and not subject to appeal.

Forms: RFP Instructions
RFP Application
RFP Budget

Policy ID: 4.9.a	Title: Special request for funding – One-time purchase or single activity	Date Approved: 5/18/2021
Effective Date: 7/1/2021	Approved by: DHLW Early Childhood Area Board	
Revised:		

Policy: DHLW Early Childhood Area may accept requests for funding of one-time purchases on an individual basis throughout the year.

Purpose: This policy provides a process by which the DHLW Board may consider a request for funding of a one-time purchase or single activity.

Responsibilities: The DHLW Board is responsible for setting the maximum annual budget allocated for requests made through this policy. The applicant is responsible for contacting the DHLW Director and completing required forms. The DHLW Director is responsible for completing a technical review of the request.

Definitions: *One-time purchase* may include multiple items relating to one project that would not be a typical ongoing need. General supplies for day to day operations would NOT qualify.

Procedure: Applicants must contact the DHLW office to discuss a request prior to submission of materials. A request may be considered if all of the following are met:

1. DHLW Funding is available
2. Other sources of funding are not available
3. The request meets eligible criteria for ECI funding
4. The request meets one or more of the DHLW Board priorities
5. The applicant has a clearly written request that includes a detailed budget and appropriate estimates
6. The applicant is able to make purchases for approved items and/or activity and then submit a DHLW Claim form for reimbursement
7. If the applicant is a childcare business, then they must:
 - a. Be a legally operating childcare business
 - b. Have written support for the request from one or more of the following:
 - Child Care Resource & Referral
 - Child Care Nurse Consultant
 - DHS license/registration agent

The DHLW Board Chair will determine when a complete and eligible request is placed on an agenda. All decisions made by the board are final and not subject to appeal.

Forms: DHLW Claim form

Policy ID: 4.10	Title: Quality Standards – Preschool Scholarship Program	Date Approved: 6/14/2016
Effective Date: 7/1/2016	Approved by: DHLW Early Childhood Area Board	
Revised: 4-14-2020		

Policy: Preschool programs receiving scholarship funds shall meet quality standards as identified by the DHLW Board.

Bylaw/Iowa Code: SF 2376 (2010 enrolled bill) 11. IOWA EMPOWERMENT FUND — PRESCHOOL TUITION ASSISTANCE

b. The amount appropriated in this subsection shall be used for early care, health, and education programs 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 in order to increase the basic family income eligibility requirement to not more than 200 percent of the federal poverty level. In addition, if sufficient funding is available after addressing the needs of those who meet the basic income eligibility requirement, a [Early Childhood Iowa] area board may provide for eligibility for those with a family income in excess of the basic income eligibility requirement through use of a sliding scale or other copayment provisions. (Refer to ECI Tool CC)

Purpose: The local DHLW Preschool Scholarship Program provides tuition assistance to low income families with a child(ren) age 3-5 years attending a preschool that meets DHLW identified quality standards. Scholarships are awarded based on income level, ~~and~~ availability of funds, and eligibility of other available no cost options. Scholarships are paid directly to the approved preschool program. Families do not receive direct payments. ~~Scholarships are not available to children attending Statewide Voluntary Preschool Program (SVPP).~~

Scope: This policy applies to preschool programs that receive tuition reimbursements for children attending the program and approved for a scholarship by the Preschool Scholarship Program Coordinator.

Responsibilities: The contracting agency receiving DHLW funding for the purpose of implementing the Preschool Scholarship Program is responsible for assuring that quality standards are met by participating preschools. The DHLW Board is responsible for determining quality standards and authorizing waivers in the event that special circumstances arise. The contracting agency may not authorize waivers to quality criteria.

Definitions: Statewide Voluntary Preschool Program (SVPP) – Four year old no cost preschool program meeting Iowa Department of Education standards and implemented by a local CSD or a community based partner.

Preschool Scholarship Program Coordinator – Staff person assigned by the contracting agency to supervise and implement the scholarship program.

Required criteria: Preschool programs participating in the DHLW Preschool Scholarship Program must meet one of the following quality standards:

- a) NAEYC accreditation
- b) Head Start standards
- c) Iowa Quality Rating System - Level 3 or greater
- d) IQ4K completed rating
- ~~d) ISU certified ECERS, FCCERS-R, or ITERS~~
- ~~e) Extended/wraparound preschool~~

In the event of a new preschool opening a grace period of one year may be granted upon request from the new preschool. The request will be reviewed by the DHLW Director and the Preschool Scholarship Program Coordinator and placed on the DHLW agenda.

Temporary Initial Waiver:

~~A temporary initial waiver is available to community school district based 3-year old preschool programs that have never received a waiver from the DHLW board for quality criteria. The temporary initial waiver is valid until July 1st 2017. After said date all participating preschool programs must meet quality criteria as outlined in this policy.~~

Pandemic Waiver:

If preschools are unable to provide on-site quality preschool instruction due to a state of health emergency as declared by the Governor, then scholarships may continue if all of the following criteria are met.

1. Instruction is provided to the child at least one time per week. Instruction will include age appropriate content with supplies/materials. Instruction shall include one or more of the following:
 - virtual meetings/face time
 - phone calls
 - material drop off visits – Materials delivered to the preschoolers home with arrangements made to follow up by phone or virtual

options.

- Innovative offsite group instruction that maintains compliance with all restrictions or guidelines as outlined in the state of health emergency declaration.
2. Tuition fees remain the same as they were prior to the declared health emergency and all enrolled children/families are billed accordingly. Preschools may not charge for a scholarship, if they are not charging private tuition.
 3. Ensure that all required screenings and/or assessments are completed and returned to the Preschool Scholarship Coordinator.

Policy ID: 4.12	Title: Limited Funding – Childcare Business Staff Salaries	Date Approved:
Effective Date: 7/1/2021	Approved by: DHLW Early Childhood Area Board	
Revised:		

Policy: The DHLW Early Childhood Area Board limits the amount and number of consecutive years that a childcare business may receive funding for direct staff salaries.

Bylaw/Iowa Code: None

Purpose: This policy incentivizes childcare businesses to work toward self-sustainability and reduces DHLW funding as a permanent and ongoing source of staff salaries for businesses that generate revenue. DHLW funding is not sufficient to support salaries all childcare businesses in the 4-county area indefinitely.

Scope: This policy applies to childcare businesses seeking funding for direct staff salaries.

Responsibilities: The DHLW Board is responsible for approval or denial of applications.

Definitions: Childcare businesses include legally operating licensed centers/preschools, child development homes, and/or childcare homes.

Procedure & Criteria: Childcare businesses may receive direct staff salary support for a maximum of 3 consecutive years. The maximum amount will be limited based on the following timeline:

- Year 1 – Initial amount determined during the annual RFR/RFP application process. (see policy 4.1)
- Year 2 – Applicant may receive a maximum of 75% of year 1
- Year 3 – Applicant may receive a maximum of 50% of year 1

Contracts under this policy are not automatically renewed and funding is not guaranteed for all 3 years. Applicants must follow the RFR/RFP process each year.

Forms: RFR/RFP application materials

Request for Renewals & Request for Proposals FY22

DHLW Board meeting May 18th 2021

RFR #	Program/Agency	FY22 Request	Recommendation	Committee Notes & Comments
1	Louisa Healthy Families/LSI	\$ 77,464.00	\$ 77,464.00	Strong program with good trend data. Good performance during COVID and maintained services.
2	EPIC/Young House	\$ 58,247.64	\$ 58,247.64	Different than other family support programs as a behavior focus with older children. High prenatal enrollment or first time moms would not be expected of this program. Concerns about high carry over amounts, including years prior to COVID.
3	PAT/Community Action SE Iowa	\$ 70,509.00	\$ 70,509.00	Visit benchmark has trended low for several years. @ 22% for the 3rd report of FY21 (9 months). Additional monitoring and focus to improve that in FY22. With only one direct parent educator, how are services continued in the event of leave.
4	Family Connection/Henry CO ISUExt	\$ 103,960.00	\$ 109,440.00	Trend data and benchmarks are good. Program had funds to hire new PT staff last year, but did not fill the position. Request is to hire new staff in January. Committee recommends additional funds to hire new staff by October. If new staff is not in place and working by January 1st, then the funds will be pulled back.
5	Family Connection/Washington Co Public Health	\$ 121,105.00	\$ 121,105.00	Trend data and benchmarks need improvement. Requirement for children being screened has not been met in the last 3 years. Additional monitoring will be in place for FY22. Program had funds to hire a new parent educator, but did not fill the position. Requested funding again for the new position. If new staff is not in place and working by September 1st, then the funds will be pulled back.
6	Burlington early Childhood Center	\$ 142,796.00	\$ 112,796.00	Good program serving a high need community. Innovative partnership with SCC. Childcare wages lower than desired, but as school staff they get benefits. Recommend substantial support, but not the full request.
7	Mt Pleasant Childcare Center	\$ 72,000.00	\$ 72,000.00	Meets a critical need. Committee recommends full funding. Would like to see higher wages for staff since DHLW will be helping with Director and Supervisor wages.
8	CCNC - DSM Co/Lee Co Health Dept	\$ 35,688.00	\$ 35,688.00	Meets a high need, especially during COVID, and has good performance data. Would like to shift to serving both QRS and non QRS providers in FY22
9	CCNC - Louisa Co/Trinity Muscatine Public Health	\$ 52,866.00	\$ 52,866.00	Meets a high need, especially during COVID, and has good performance data. Includes partnership with Muscatine ECI to support a fulltime position.
10	Dental - Henry, Washington CO/Washington Co Public Health	\$ 14,725.00	\$ 14,725.00	Trend data need improvement. Percent of children referred and received treatment trending down in the last 3 years. Program has not made as much progress serving children during covid as compared to the other counties. Contract was reduced by 60% and still has projected carry over for FY21.
11	Dental - Louisa Co/Trinity Muscatine Public Health	\$ 13,638.10	\$ 13,638.10	Serves most rural and diverse population. Numbers served trending down, but outcomes trending in good direction.
12	Dental - DSM Co/Lee Co Health Dept	\$ 30,977.76	\$ 30,977.76	Strong effort to keep service going during covid. Steady numbers served and good outcomes.
13	Child Abuse Prevention Training/RVAP	\$ 4,435.81	\$ 4,435.81	Unique program providing quality training. Meets a high priority.
14	CART/Grant Wood AEA	\$ 22,467.11	\$ 22,467.11	Meets mental health priority and includes high quality staff. New state wide performance measures are available for this program and are being discussed in partnership with other CART funders.
15	Preschool Scholarships/Community Action SE Iowa	\$ 75,490.00	\$ 75,490.00	Meets a priority. Request includes coordination of service to be shared by 2 staff in FY22. Plans to increase income threshold and grow partnership with WIC activities to improve awareness and access.
RFP				
A	Mt Pleasant Childcare Center	\$ 9,034.00	\$ -	No funding recommended. One page of the budget was missing from the copies. Other resources are available for professional development support that was requested. Utility support requested doesn't align with narrative. Average score 68.4.
B	TenderCare Childcare	\$ 50,673.00	\$ -	No funding recommended. Items requested may be covered by the Investing in Iowa Child Care (IICC) grant that was just released by DHS. Discussion about need for workmans comp insurance and significant award for a smaller home based provider. Average score 72.5
		\$ 956,076.42	\$ 871,849.42	Total



DHLW Early Childhood Area
Des Moines, Henry, Louisa, Washington

**RFP/RFR Committee
Minutes**

**April 29th 2021
4:00-8:00pm
Marr Park Conservation Center
2935 Hwy 92, Ainsworth IA.**

Online option: <https://us02web.zoom.us/j/85093570253>

Members Present: Tricia Lipski, Cyndi Mears, Melody Raub, Chad Reckling, Unity Stevens, Stan Stoops, Tasha Beghtol

Review DHLW priorities, indicator data, and currently funded program data

- Reviewed updated indicator data in the EC Regional Plan.
- Some indicators are not showing significant trends and some do not have new data available.
- Although a couple counties showed decreases in child abuse rates, members expect to see increases in next year's data, after covid.
- Discussion was held regarding 3rd grade literacy rates by district and significant drops in almost every district for 2018-2019. Change may be related to implementation of a new assessment tool.
- Possible new health related indicator would be to look at % of houses built prior to lead based paint discontinuation.
- Based on updated indicator data, the counties rank the same as last year. Louisa – lowest need, then Washington, Henry, and finally Des Moines as the highest need community.

Tasha reviewed the 3rd report summary and trend performance data for currently funded programs. Comments and discussion included:

Family Support

- Visits include virtual and phone
- Several programs continue to struggle with benchmarks noted in previous years
- Additional monitoring and improvement plans will be required in FY22 for programs showing negative trend data
- Discussion about potential benefits of program collaboration and/or consolidation

General

- 3rd Report has not yet been received from Columbus Community Childcare – it was due on the 20th
- Burlington data reflects the 4yr old preschool program and won't show data for the center until next year
- The scholarship program will likely still have carryover even after the contract reduction due to low enrollments
- Dental contract efforts to keep services active has varied by agency

- Tasha is working with other ECI Area Directors on potential changes in data collection and service type for the CART program. Potential use of new performance measures as a mental health consultant.
- Renewal applications were not received from Columbus Community Childcare or WAGE\$

Review Request for Renewal and Request For Proposal applications

- Members reviewed 15 RFRs and 2 RFPs and discussed application details and budgets.
- Tasha shared a draft sunset policy for contracts that support direct staff salaries in childcare businesses. Members revised draft criteria and discussed options for effective dates. Members agreed by consensus to recommend the new policy to the full board for approval with an effective date of July 1st. The policy would not apply to the FY22 renewals being considered now, but would apply to all applications for FY23.

Review FY22 budget and determine funding recommendations

Tasha shared updates on draft allocations and budget scenarios according to current legislation and projected carry over. Based on estimated funding available, trend data, and review of the applications; the committee recommends the following:

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