

# DHLW Early Childhood Area

*Des Moines, Henry, Louisa, Washington*

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

### **Purpose and Overview**

The DHLW Early Childhood Area is seeking Requests for Renewals (RFR) from currently funded programs for FY18. The RFR process is an abbreviated application process available to only those agencies which currently hold a contract for services through June 30, 2017. Agencies seeking continued funding must submit an RFR to the DHLW Board by March 31<sup>st</sup> 2017. An RFR is not intended for new programs/projects. However, currently funded programs seeking to expand a service into other portions of the 4-county area may use an RFR for that application. A formal Request For Proposal may be released by the DHLW Board after the RFR process is complete and funding is available.

### **Eligible Applicants**

- Applicants must have a current contract (ending June 30<sup>th</sup>, 2017) with the DHLW Early Childhood Area Board
- The program/project seeking continued funding must be the same core services that were approved in the original RFP
- 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 and reductions are expected. The FY17 total allocation for the four counties was approximately \$974,000 (prior to cuts) 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.

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

Priority may be given to programs that have shown positive outcomes in submitted reports, have met contract expectations, and have achieved benchmarks. RFRs will be reviewed by a committee of the DHLW Board. In addition to the RFR the committee may include any or all of the following in their decision making process:

- Quarterly reports
- Original program RFP
- Contract files
- Trend data and community wide indicators

<b>TIMELINE</b>	
February 24 <sup>th</sup> 2017	RFR sent electronically to current program administrators
March 31 <sup>st</sup> 2017	Proposals due
April 1 – May 5 2017	Proposals reviewed by the Program Committee
May 16 <sup>th</sup> 2017	DHLW Early Childhood Area Board meeting <ul style="list-style-type: none"> <li>• Funding recommendations considered for approval</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 –**

- All proposals are due by March 1<sup>st</sup> 2017
- All proposals must be typed in font no smaller than 12 point.
- Proposals shall not exceed **2** 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 RFRs should be completed.
- **Submit:**
  - **One** electronic version of the completed RFR in PDF format and Budget by **Friday March 31<sup>st</sup>** to Tasha Beghtol at [tbeghtol@dhlw.org](mailto:tbeghtol@dhlw.org)
  - **One** stapled original RFR **plus 11** stapled copies (copies may be double sided) to:  
DHLW Early Childhood Area  
Attn: Tasha Beghtol  
PO Box 882, Washington, IA 52353

## **Budget instructions –**

Budgets should be calculated on expenses projected for the time period of July 1, 2016 through June 30, 2017. 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 ECI Tool H (A) for more information & DHLW Policy 3.3 *Indirect Cost Rate*.

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.

**COVER PAGE**

Organization:

Address:

Name & Title of Project Manager:

Phone & Email:

Name & Title of Administrator:

Phone & Email:

Federal Tax ID #:

Name of Project:

Purpose of Project: Answer by re-writing the statement below and filling in the underlined items with your own words.

The purpose of the (activity/project) is to provide (service or product) for/to (customer) so they can/in order to (outcome/planned benefit)

Total funding requested: \_\_\_\_\_

**ASSURANCE: By signing below the applicant affirms that all data in this application and supporting material are correct and true. If awarded funds by the DHLW Early Childhood Area Board, the Applicant will comply with all state and local grant requirements.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_  
(Signed by program administrator)

## PROGRAM DESCRIPTION & STAFFING PLAN

1. Provide a brief description of the primary activities/services. Include geographic service area, timelines as necessary if program is not year round, and if specific events or trainings will occur.
2. Identify the staffing plan for the proposed program and any changes from the previous contract period to occur. You must identify if staff are 100% funded by ECI or if there will be time split between other funding sources. *Note: All applicants must identify other funding sources used to support a program. If staff time is split between the proposed program and another project/funding source, time studies may be required.*

## DATA & OUTCOMES

1. Provide numeric goals/benchmarks that the program will strive to attain. Be specific and include # of clients/families/children served. *Note: If full request of funding is awarded the applicant will be expected to show progress toward meeting the benchmarks as identified. Benchmarks may be adjusted if a partial award is given.*

*Note: DHLW Early Childhood Area is required to submit annual reports to the state of Iowa showing progress toward identified indicators and including specified data. Program data requirements may vary according to the funding being utilized to support the service(s). If you receive funding from the DHLW Early Childhood Area Board, state required outcome measures and data are not negotiable.*

## BUDGET

**Budget section includes answers to the questions below along with the separate excel document *Budget Form FY18 RFR*.**

1. If the program is seeking an increase from FY17 please explain.
2. Complete the excel **Budget Form- RFP FY18** attached to this application.