

DHLW Early Childhood Area

Des Moines, Henry, Louisa, Washington

Request for Proposal

Funding for July 1, 2019– June 30, 2020

The DHLW Early Childhood Area Board is seeking request for proposals that serve children pre-birth through age five and their families residing in Des Moines, Henry, Louisa, and/or Washington counties.

APPLICATION DEADLINE

Application due date is **April 1st by 5:00pm**. Late applications will not be accepted.

Purpose and Overview

[Early Childhood Iowa](#) (ECI) 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 Iowa Area Board consists of members representing citizens, elected officials, education, health, human services, faith, business, and consumer. [DHLW Early Childhood Area](#) (DHLW) determines community needs for young children, establishes priorities, and provides funding to programs that improve outcomes for children pre-birth through age 5 and their families.

A regional early childhood plan was developed in partnership with a neighboring ECI area, local agencies, service providers, and community members. The [Southeast Iowa Regional Early Childhood Plan](#) highlights local indicators, goals, and priorities to support families with children pre-birth through age five in Des Moines, Henry, Lee, Louisa, Van Buren, and Washington counties. The plan is used as a framework for future collaborative efforts and is used to guide funding decisions of the DHLW Board. The early childhood plan can be downloaded from the DHLW website home page <http://www.dhlw.org/>. Specific information about goals and objectives can be found on pages 23-26 of the plan.

Southeast Iowa Regional Early Childhood Area Goals

- Promote professional quality childcare business.
- Cultivate a local mental health system that is clear and accessible.
- Enhance safe and healthy environments for young children.
- Ensure ongoing early childhood advocacy and education for parents, caregivers, and communities.

ECI Result Areas

- Healthy Children
- Secure & Nurturing Families
- Safe & Supportive Communities
- Secure & Nurturing Early Learning Environments
- Children Ready to Succeed in School

The DHLW Board is currently seeking applications from agencies and organizations that can provide results driven, innovative, and collaborative services and/or activities that improve outcomes for young children and their families. All proposed projects should strive to fulfill at least one identified regional goal and align with at least one ECI result area. A list of currently funded programs can be found on the DHLW website (dhlw.org) or by contacting the DHLW Director at tbeghtol@dhlw.org.

Eligibility

To be considered eligible for funding an applicant must:

- Serve families with children pre-birth to 5 years residing in Des Moines, Henry, Louisa, or Washington County
- Be willing to serve low income families
- Work collaboratively with the DHLW Board, committees, other regional organizations providing services to achieve program objectives and successful outcomes
- Demonstrate the commitment and ability to comply with all reporting requirements relevant to DHLW Board policies and ECI state regulations

Funding

The DHLW Board receives state funds from Iowa Department of Human Services (i.e. Early Childhood funds) and Iowa Department of Education (i.e. School Ready funds). The Iowa Legislature determines the amount of funding for Early Childhood Iowa. Local board funding amounts are based on formulas that take into consideration population and poverty. At this time the exact funding to be distributed to the DHLW Board for FY20 is unknown. The FY19 total allocation for the four county region was \$917,951 and 20 contracts were awarded.

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

- School Ready Administration
- School Ready Quality Improvement
- School Ready General
- Early Childhood Administration
- Early Childhood General

Legislative stipulations and statewide performance measures apply to all categories. More information about funding regulations and requirements can be found on the ECI website under the local systems tab and [Tool Kit Tools](#). Allowable uses of ECI funding is outlined in detail in Tool G. Applicants are strongly encouraged to review Tool G prior to completing an application.

Application Process

1. The DHLW Director will complete a technical review of RFPs submitted on time for completeness and eligibility.
2. A comprehensive review of proposals is completed by the Program Committee made up of DHLW board members. The Program Committee may include additional community members that have no conflict of interest with any RFP being reviewed. Additional information from the applicant may be requested after the comprehensive review.
3. The Program Committee will provide recommendations to the DHLW Early Childhood Area Board for consideration of approval.

The DHLW Early Childhood Area Board reserves the right to negotiate proposal details and may grant less than the amount requested. The DHLW Board is subject to Iowa *Open Meetings* and *Open Records* laws. An RFP submitted and reviewed by the DHLW Board and/or committees of the board are considered public documents and can be reproduced.

Opportunity for Q&A

There will be an open forum for RFP Application Q&A during the Early Childhood Advisory Committee meeting on March 8th 2019 at the Henry Co ISU Extension office, 127 N Main, Mt. Pleasant, IA. All potential applicants are encouraged to attend the entire meeting from 9am – 1pm. Designated time for RFP Q&A begins at 12:20pm. Applicants are not required to attend the full meeting or the Q&A session to be eligible.

General Instructions

The narrative portion of the application and cover page are found in the word document titled RFP Application FY20. The Budget form is a separate excel document. Detailed instructions for the excel budget form begin on page 4 of this document. All questions for the RFP should be directed to Tasha Beghtol, 319-461-1369 tbeghtol@dhlw.org

- All proposals are due by **April 1st 2019 5:00pm**
- All proposals must be typed in font no smaller than 12 point. Do not expand the margins beyond the selected “narrow” setting.
- Proposal narratives in the RFP Application word document shall not exceed **5** one sided pages plus the Cover page.
- Budget form should be signed and dated
- 3 participant testimonials no more than one page per testimonial. Not applicable for a program that is not in operation yet.
- 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 Application, Cover Page, Budget form, and participant testimonials by **5:00pm on Monday April 1st 2019** to Tasha Beghtol at tbeghtol@dhlw.org
 - **One** stapled original RFP Application, Cover Page, Budget, & participant testimonials **plus 11** stapled copies (copies are encouraged to be double sided) to:

DHLW Early Childhood Area
PO Box 882
Washington, IA 52353

NOTE: The address is a PO Box only. Deadlines are not based on post marks. Applicants must take care of mailing the RFP early enough, according to their originating location, to be received in the PO box by April 1st.

Scoring

Proposals will be evaluated using a scoring system. There are 4 sections in the RFP Application with a total of 17 questions. Each section will be scored on a range from 1 to 10. The highest raw score an application may achieve is 40.

Notification of Awards

Applicants will receive email notification of the DHLW Board’s decisions within 5 business days from the date of the meeting at which the application was considered. It is the intent of the DHLW Board to issue contracts effective July 1st.

TIMELINE	
February 25 th 2019	RFP released <ul style="list-style-type: none"> • Notice sent via email to current providers • Notice sent to local news and radio
April 1 st 2019	Proposals due <ul style="list-style-type: none"> • Electronic and hard copies of RFP must be received
April – May 2019	Proposals reviewed by the Program Committee
May 21 st OR June 18 th 2019	DHLW Early Childhood Area Board meeting <ul style="list-style-type: none"> • Program committee will submit funding recommendations for discussion and approval, pending legislative allocations are known.
July 1, 2019 – June 30, 2020	Contract duration
<i>**Timeline is subject to change by the DHLW Early Childhood Area Board as needed.</i>	

Budget instructions

The Budget form is in excel and includes some embedded basic addition formulas. The Budget form is not locked to allow programs to add narrative space as needed. Headings, required categories, and general layout of the excel sheet should not be altered. If an applicant needs help with completing the excel document, they may contact Tasha Beghtol at tbeghtol@dhlw.org for assistance.

Budgets should be calculated based on the estimated expenses of the project for the proposed contract time period. Provide detailed narrative for each line item in the space identified on the excel form. Show the math that justifies the total line item requested. For example:

Operational request is \$5400
 Narrative shows → Rent \$200/mo x 12 = \$2400 Utilities \$250/mo on avg x 12 = \$3000

Other Funding

Other funds are not required in order to be eligible for funding, but applicants are strongly encouraged to identify other funds being used to support the direct service/activity in the application. Other funds include grants, donations, and/or additional revenue, from an outside source, specific to the service/activity. In-kind funding is not to be noted in the application.

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: Includes equipment purchased with an expected useful life of one year or longer. Expenditures for single items over \$1000 must be itemized and inventoried.

Office Supplies: Includes miscellaneous supplies and materials such as pens, paper, ink, copies, etc. The amount may be shown in one lump sum.

Operational: Includes costs associated with operating the program such as rent, utilities, phone, and internet. Operational may also include insurance directly related to the program and annual fees associated with the use of a particular model or curriculum, such as Parents as Teachers.

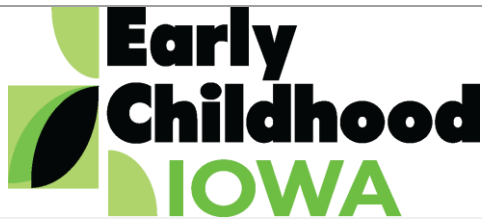
Staff professional development: Includes registration fees to attend trainings and/or conferences for the purpose of increasing direct staff knowledge.

Incentives: Includes items and or earned monetary rewards that are provided to program participants/families/children actively enrolled in the services/activities. Scholarships and salary stipends provided to program participants would be considered an incentive expense. Family Support programs refer to DHLW Board Policy 3.4 *Family Support Incentives – allowable expenditures*.

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.



Tool G
Early Childhood Iowa Area Funding
effective July 1, 2018

Early Childhood Iowa Areas (ECIAs) receive funding from two different legislative appropriations, Health and Human Services and Education. The funds appropriated from the Health and Human Services appropriation are called “Early Childhood.” The funds appropriated from the Education appropriation are called “School Ready.”

This tool provides general information on the parameters and limitations of these funds. The first section of the tool provides information that applies to both the Early Childhood and School Ready funding streams. The second section provides specific information about each funding stream.

General Information:

Developing a Budget

After receiving the allocation amounts for the new fiscal year, the ECIA board (board) must develop and submit a budget through iowagrants.gov. The budget includes the allocation amount for the new fiscal year and the estimated carry-forward amount for the current fiscal year that is ending, including any interest earned. The board must allocate all of the funds and approve the budget before submitting the budget to the ECI Office. Area boards are to submit budgets by July 15th of the new fiscal year.

Interest Earned on Funds

The board may earn interest on Early Childhood and School Ready funds. The board must credit the amount of interest earned appropriately to each funding source. The board must use interest earned to support programs, service and activities linked to the area’s community plan. The board cannot use any interest earned to support administrative costs. (*Guidance based on the state treasurer’s requirements for investments, [Iowa Code chapter 12](#)*)

Administrative Costs

General Information – The board may use up to 5% of the Early Childhood and 3% of the School Ready allocation amounts for administrative expenses. Examples of expenses that can only be paid out of administrative funds include:

- Fiscal agent fees
- Liability insurance (refer to [Tool T](#))
- Fidelity bonds for ECIA board members and/or staff
- Board administrative functions (staff, operational expenses, etc.) Note: Boards can also use School Ready – Quality Improvement funds to also support staff doing work related to board administrative functions.

The board can also use administrative funds to support programs, services and activities linked to the area’s community plan.

Property and Equipment – The Early Childhood Iowa State Board adopted a policy at the board’s October 9, 1999 meeting which prohibits boards from using ECI funds to purchase real property that is subject to taxes.

Food, Beverage and Catering Costs – If the board or a contractor uses ECI funds for food, beverage or catering costs, the expenditure must meet public purpose. The board or contractor must maintain documentation describing how the expenditure meets public purpose.

Reimbursement Rates – The board must determine reimbursement rates allowed. As the board considers reimbursement rates, information about state and federal government reimbursement rates may be helpful, but are not required. Beginning January 1, 2018, the state of Iowa's mileage reimbursement rate for state employees is \$.39/mile. Beginning January 1, 2018, the federal Internal Revenue Service reimbursement rate is \$.54.5/mile.

CURRENT LINK: <https://www.irs.gov/newsroom/standard-mileage-rates-for-2018-up-from-rates-for-2017>

The State of Iowa's reimbursement rate for state employee overnight lodging when on official state business is \$65.00 plus tax. For persons serving on state boards, advisory councils, commissions, and task forces, the maximum reimbursement rate for overnight lodging is \$98.00 plus tax, anywhere in the state.

https://das.iowa.gov/sites/default/files/acct_sae/sae_manual/210/210-245.pdf

Cost Allocation – The board and contractors must allocate costs among funding sources so that each funding source bears its “fair share” of the cost. Refer to Tool DD, [Cost Allocation](#), for cost allocation requirements.

Annual Audits – The board must have an annual audit conducted of Early Childhood and School Ready funds. Refer to Tool UU, [Agreed Upon Procedures](#), for audit requirements. Iowa law allows boards to use School Ready program funds if there are insufficient administrative funds to cover the cost of the audit. (Iowa Code chapter 256I.9(2))

Programs, Services and Activities Funded

Supplanting – Boards must be diligent in not supplanting programs, services and activities funded through other state and federal funds.

Duplication – Area boards are to recognize when services, program and activities exist that create parallel systems. Through the comprehensive needs assessment and community planning, the area will identify and use funding to fill gaps and needs.

Indirect Costs – The board is responsible for determining allowable costs providers can charge for the management and administration of programs, services and activities. If a fidelity bond is a requirement for the program, boards do not need to consider the cost of the bond in the administrative cost limits. Refer to [Tool H \(A\)](#) for indirect cost principles.

Reimbursement Rates – If the board reimburses contractors/providers for mileage and lodging costs based on a “unit rate,” the board must identify the reimbursement rates. Refer to information above under ‘Reimbursement Rates.’

Food, Beverage and Catering Costs – Refer to information above under ‘Administrative Costs.’

Cost Allocation – Refer to information above under ‘Administrative Costs.’

Tracking, Monitoring and Reporting – Iowa law requires the board to monitor the programs, services and activities the board funds. By September 30th of each year, the board must submit a contract-monitoring schedule for their funded programs through iowagrants.gov. The ECI Office recommends that ECIA boards develop policies and procedures for monitoring and tracking program, service and activity outcomes and expenditures.

The board must report all state-required performance measures through input, output, quality/ efficiency and outcomes data for programs, services and activities funded in the annual report on iowagrants.gov. The board may require additional performance measures data for the programs, services and activities.

Quarterly Payments

The Early Childhood Iowa State Board must designate an ECIA board for the area to receive funding. The Department of Human Services issues Early Childhood payments and the Department of Education issues School Ready payments. Before receiving the first quarterly payment in a new state fiscal year, the board must provide the following to the ECI Office:

- Four original, board chair-signed and dated copies of the agreement/contract. The ECI Office will get the remaining required signatures needed to execute the contract.
- A budget submitted through iowagrants.gov. The ECI Office must approve the budget. [NOTE: It is best practice to not enter into contracts with contractors or providers until the board has state-approved budget.]
- A signed copy of the agreement the board has with the fiscal agent submitted through iowagrants.gov.
- The office addresses for both the ECIA office and fiscal agent.

In order to receive subsequent quarterly payments, the board must submit the previous year's annual report on or before September 15th and mid-year expenditure reporting data (see Tool SS, [ECI Mid-Year Financial Reporting](#)).

Legal References

- Iowa Code chapter 256I
- Iowa Administrative Code chapters 249 and 541-9

Early Childhood Funds

Purpose of funds: To enhance the capacity and quality of child care services to help parents obtain or retain employment.

Source of funds: The Iowa legislature appropriates state funds for Early Childhood funding.

Distribution of funds: The amount of Early Childhood funds you receive is based on a percentage of the average number of monthly statewide Family Investment Program (FIP) cases for families with children ages 0-5 in the preceding state fiscal year. Iowa Code section 256I.11(4)(b) describes the formula used to distribute Early Childhood funds. Beginning in FY '19, we will begin a 4-year process to phase-in a new formula. The new formula is:

- 5% of the appropriation is distributed equally among all 99 counties
- 35% of the appropriation is distributed based on the percent of the population in the ECIA that is age 0-5

- 60% of the appropriation is distributed based on the percent of the population in the ECIA that is age 0-5 and at or below 185% of the poverty level

Use of funds: Early Childhood funds shall be used to increase the quality and capacity of child care environments. Child care environments are registered child development homes, DHS licensed child care centers and legally operating non-registered child care homes. There are many programs, services and activities that a board may fund to enhance the capacity and quality of child care for children ages 0-5 based on a comprehensive needs assessment and the area’s community plan.



The following are a few examples of programs, services and activities the board may fund using Early Childhood funds to improve the quality and capacity of child care in your area:

Quality Child Care Environments

- Child care consultants, technical assistance
- Child care resource and referral services
- Child care nurse consultants
- Quality Rating and Improvement System (QRIS) and national accreditation supports
- Environmental rating scale supports (ITERS, ECERS)
- Emotional/behavioral supports
 - Early Childhood – Positive Behavior Interventions and Supports (EC-PBIS)
- Curriculum supports
- Quality improvement incentives
 - Business Investment Program—refer to Tool M
- Business practice supports:
 - National Accreditation Commission (NAC)
 - First Children’s Finance

- Iowa Small Business Development Centers (aka: America’s SBDC Iowa)

- Wrap around child care
- Small equipment purchases, minor facility improvement to meet regulatory requirements

Skilled Child Care Workforce

- Professional development – refer to the ECI Performance Measures for more information about types of professional development
- Certificates and educational degrees
 - ChildNet certified
 - Child Development Associate (CDA)
 - Program for Infant and Toddler Care (PITC)
 - T.E.A.C.H.
 - Associate and bachelor’s degrees in child development/early childhood education
- Wage incentives
 - WAGE\$

If the ECI Area board has questions regarding any of these items, you may contact the ECI State Office for assistance.

Other Important Information –

- ✓ Boards cannot use Early Childhood program funds to support ECIA staff salary for duties such as, administrative support for the board (i.e., issuing and monitoring of contracts, processing payment claims, etc.) and/or community collaboration and early care, health and education system building.
- ✓ Transportation assistance is only allowable when transferring children from preschool to child care or vice versa.
- ✓ Early Childhood Funding is not allowable to directly support core programs. Core programs means programs that are funded through other government funds during that timeframe, i.e. Head Start, Early Head Start, Shared Visions preschool, and Statewide Voluntary Preschool Programs.
- ✓ Group professional development activities and those open for enrollment to all providers are allowable for registered child development homes, DHS licensed child care centers, and legally operating non-registered child care homes.
- ✓ Boards cannot use Early Childhood funds for preschool tuition and staff in preschool classrooms that are a core program. Core programs means programs that are funded through other government funds during that timeframe, i.e. Head Start, Early Head Start, Shared Visions preschool, and Statewide Voluntary Preschool Programs.
- ✓ Boards cannot use Early Childhood funds to supplant the state’s Child Care Assistance (CCA) and DHS Wrap Around Child Care Programs for eligible recipients.
- ✓ Board cannot use Early Childhood funds for services not directly impacting the care of children. Two examples not allowed are dental services or lead screenings for the children.
- ✓ When funding child care scholarships, the family’s income must be over 145% and up to and including 200% of the Health and Human Services Poverty Guidelines and meets a parental need for child care. Parental need for child care is when the parents are either working, participating in an education/training program, or a combination of working and participating in an education/training program. DHS and the ECI Office **do not** encourage ECIA boards to fund child care scholarships.
- ✓ Boards can use Early Childhood funds for DHS licensed child care centers if the consultation is for the entire center and not specific to a classroom operating a core program. The area board is required to ensure there is no supplanting of other government funds.

Time Limitations to Expend Funds: The area board may carry forward up to 20% of the current year’s allocation into the next fiscal year. If the board’s carry-forward amount is over the 20% limit, the board’s allocation amount is reduced the following year by the amount in excess of the amount allowed.

School Ready Funds

Purpose of funds: To support a comprehensive school ready children plan.

Source of funds: The Iowa legislature appropriates state funds for School Ready funding. The funds are separated into two categories: Quality Improvement and General. Each category has specific requirements on how boards may use the funds. There are tools in the [online toolkit](#) that provide additional information for each category.

- Distribution of funds: The formulas for disbursing School Ready funds were established by the Early Childhood Iowa State Board. There is one ‘overarching’ formula for disbursing funds from the General Aid category. For the Quality Improvement category, the formula provides a base dollar amount for each ECIA and then the remaining funds are distributed using a formula based on land area and total 0-5 population. The ‘overarching’ formula for distributing the School Ready funds for the General Aid category is as follows:
 - 45% of the appropriation is distributed based on the percent of the population in the ECIA that is age 0-5 and at or below 185% of the poverty level
 - 35% of the appropriation is distributed based on the percent of the population in the ECIA that is age 0-5
 - 20% of the appropriation is distributed equally among all 99 counties

- The formula for distributing the Quality Improvement category is as follows:
 - \$30,000 for each ECIA
 - Remaining funds are distributed 50% on Land Area and 50% on Total 0-5 population in the ECI area.

Use of funds: There are many programs, services and activities a board may fund to support children prenatal through age 5 and their families based on a comprehensive needs assessment and the area’s community plan.

The following provides some general information about the School Ready Children Grant funding and links to tools with more information.

Quality Improvement – Boards are to use these funds to improve the quality of early care, health and education programs and services within the ECIA that:

- Support quality improvement efforts
- Are evidence-based, quality practices and services, that positively affect outcomes for children
- Produce and document expected performance outcomes
- Align with the ECIA community plan and identified priorities

Another purpose of the Quality Improvements funds is to provide funding for staff to help the board meet administrative responsibilities associated with board member’s roles and responsibilities in Iowa law. If necessary, boards may also use these funds for administrative costs to support staff. See Tool II for more information.

Other Services (General Aid) – Although these funds do not have specific requirements, boards must:

- Use the funds to support the early care, health and education for children prenatal through age five and their families based on a comprehensive needs assessment and the area’s community plan.
- Demonstrate the effectiveness of programs, services and activities funded through performance measures.

In addition to the two categories of funds, ECIA boards are to support preschool services for children at risk and family support services and parent education programs.

Family Support Prenatal through Five – Boards are strongly encouraged to support programs implementing evidence-based family support and parent education practices. See [Tool FF](#) for more information.

Preschool Programming Support for At-Risk Families – Funding is used to help families whose income is up to 200% of the federal poverty guidelines with tuition for preschool that is not covered under Iowa Code chapter 256C, Statewide Voluntary Preschool Program for Four-Year-Old Children. Based on the board’s comprehensive needs assessment and community plan, the board can also fund supportive services for preschools. Children ages three, four or five, who are not attending kindergarten, are eligible.

If sufficient funding is available after addressing the needs of families that meet the income eligibility requirement, the board may provide tuition assistance to families over 200% of the federal poverty guidelines using a sliding scale or other copayment provision. See [Tool CC](#) for more information.

The board cannot use Other Services funds for administrative costs, such as, legal fees, fiscal agent fees and liability insurance or for ECIA staff in completing administrative responsibilities, such as, work related to board meetings, issuing and monitoring of contracts, processing payment claims, etc.

Time Limitations to Expend Funds: Iowa Code section 256I.9(4)(e) allows the board to carry forward up to 20% of the current year’s allocation into the next fiscal year. If the board’s carry-forward amount is over the 20% limit, the board’s allocation amount is reduced the following year by the amount in excess of the amount allowed. See comment in EC section regarding time limitations of funds.