



# DHLW Early Childhood Area

*Des Moines, Henry, Louisa, Washington*

## Request for Proposal Funding for July 1, 2021– June 30, 2022

The DHLW Early Childhood Area Board (referred to in this document as DHLW) is seeking request for proposals that serve children (pre-birth to age 5) and their families.

### **APPLICATION DEADLINE**

Application due date is **April 15th**. Late applications will not be accepted.

### **Purpose and Overview**

The purpose of this Request for Proposal (RFP) is to seek applications for eligible projects and/or services that improve the lives of children pre-birth through age 5 residing in Des Moines, Henry, Louisa and Washington counties. Funds for these services are available through Early Childhood Iowa (ECI) allocations designated to DHLW.

[Early Childhood Iowa](#) (ECI) is a statewide initiative that distributes funds to designated area boards to support the vision that *Every child beginning at birth will be healthy and successful*. The local DHLW Board consists of members representing citizens, elected officials, education, health, human services, faith, business, and consumer. [DHLW Early Childhood Area](#) determines community needs for young children, establishes priorities, and provides funding 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. The plan is used as a framework for future collaborative efforts and to guide funding decisions of the DHLW Board. The early childhood plan can be downloaded from the DHLW website home page [dhlw.org](http://dhlw.org).

Successful RFP applicants will provide services that align with a goal(s) identified in the Southeast Iowa Regional Early Childhood Plan and ECI result areas.

### **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

## 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

## Not Eligible

- Current programs seeking one time purchases should not complete an RFP. One time purchase inquiries should contact Tasha Beghtol at [tbeghtol@dhlw.org](mailto:tbeghtol@dhlw.org).
- ECI funding cannot be used to cover brick and mortar expenses.

## 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.

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

The total allocation to the DHLW Board in FY21 was \$897,367 and 20 contracts were awarded. The DHLW Board anticipates issuing multiple contracts that include projects not associated with this RFP. Availability of funds may vary based on the overall budget process and best categorical funding alignment for all awarded projects, including both RFPs and contract renewals from FY21.

Legislative stipulations and statewide performance measures apply to all ECI funding. More information about funding regulations and required performance measures can be found on the ECI website under [tool kit resources](#). Allowable uses of ECI funding is outlined in detail in Tool G.

Funded programs must fit into an ECI pre-selected service type and provide data accordingly. Tool P includes a listing of all service types and required data. **NEW** service types relating to children's mental

health are included for FY22. Applicants are strongly encouraged to review ECI Tool Kit Tools 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 a committee of the DHLW Board. The 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 committee will provide recommendations to the DHLW Early Childhood Area Board for consideration of approval.
4. If an RFP is granted less than the amount requested, then the DHLW Board will consider final approval of the contract at the next meeting after negotiation.

The DHLW Early Childhood Area Board reserves the right to negotiate proposal details and may grant less than the amount requested. Applicants awarded less than the amount requested will have an opportunity to resubmit budgets and proposed outputs and outcomes based on the awarded amount.

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.

## General Instructions

The narrative portion of the application and cover page are found in the word document titled RFP Application FY22. The Budget form is a separate excel document. Detailed instructions for the excel budget form begin on page 5 of this document. All questions for the RFP should be directed to Tasha Beghtol, 319-461-1369 [tbeghtol@dhlw.org](mailto:tbeghtol@dhlw.org)

- All proposals are due by **April 15<sup>th</sup> 2021**
- 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 **4** one sided (2 double sided) pages plus the Cover page and Budget form.
- Cover page and Budget form should be signed and dated
- 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.
- **Submit:**
  - **One** electronic version of the completed RFP Application, Cover Page, and Budget form by **5:00pm on April 15<sup>th</sup>** to Tasha Beghtol at [tbeghtol@dhlw.org](mailto:tbeghtol@dhlw.org)
  - **One** stapled original RFP Application, Cover Page, & Budget **plus 11** stapled copies (copies are encouraged to be double sided) to:

DHLW Early Childhood Area  
PO Box 882  
Washington, IA 52353

**NOTE:** The Board's 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 15<sup>th</sup> 2021.

### **Funding Guiding Principles**

Proposals will be evaluated using a scoring system that includes the 4 sections (16 questions) of the RFP Application Narrative and the Budget from (separate excel document). Section 1: Program Description worth 5 points, Section 2: Operation and Need worth 25 points, Section 3: Implementation – Quality and Efficiency worth 25 points, Section 4: Outcomes & Sustainability worth 25 points, and Budget worth 20 points. The highest raw score an application may achieve is 100.

Priority may be given to proposals serving families in communities of higher risk within the 4 county service area. Indicators used by the DHLW Early Childhood Area to identify which communities have higher risks can be found in the Southeast Iowa Regional Early Childhood Plan.

### **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 1<sup>st</sup>.

<b>TIMELINE</b>	
<b>**Timeline is subject to change by the DHLW Early Childhood Area Board as needed</b>	
March 18 <sup>th</sup> 2021	RFP released <ul style="list-style-type: none"><li>• Notice sent via email to current contractors and local ECI partners</li><li>• Notice sent to local news and radio</li></ul>
April 15 <sup>th</sup> 2021	Proposals due <ul style="list-style-type: none"><li>• Electronic and hard copies of all RFP documents must be received</li></ul>
April – May 2021	Proposals reviewed by a committee of the DHLW Board
May 18 <sup>th</sup> and/or June 15 <sup>th</sup> 2021	DHLW Early Childhood Area Board meeting <ul style="list-style-type: none"><li>• Committee will submit funding recommendations for discussion and approval, pending legislative allocation.</li></ul>
July 1, 2021 – June 30, 2022	Contract duration

## 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. The form works best in landscape. If an applicant needs help with completing the excel document, they may contact Tasha Beghtol at [tbeghtol@dhlw.org](mailto: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

## Applicant's Contribution

The primary function of the budget form is to clearly identify what the applicant is asking support for, but it should also offer a complete picture of the program's overall budget. Applicants are encouraged to show overall program costs to identify the portion of the budget that is being requested.

## 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.