

Jasper, Marion & Poweshiek (JMP) Early Childhood Area

Request for Proposal Application

Fiscal Year 2017

Funding for July 1, 2016 to June 30, 2017

For those programs which will enable us to continue towards achieving our vision:

All children, beginning at birth, will be healthy and ready to succeed

RFP (Request for Proposal) Schedule for FY 17

April 1st, 2016	Call for proposals
May 6th, 2016	Proposal due <i>no later than 3:00 pm.</i>-this year please email your grant to nicole@greaterpcf.org
Early June	RFPs reviewed
Mid June 2016	Notification regarding RFP decisions
July 1, 2016	Contract period begins

If you have questions please contact:

Amy Blanchard, Director

JMP Early Childhood Area

PO Box 344, 1510 Penrose Street

Grinnell, IA 50112

641-236-5518

amy@greaterpcf.org

Proposals

Priority will be given to proposals for programs/projects that:

- a. programs in the process of or credentialed and are built upon a research or evidence based practices
- b. are a continuation of a successful funded program/project
- c. preventative in nature and will demonstrate long term results to impact identified needs
- d. address board priorities which are parent education, health issues, preschool/childcare issues
- e. complement the current continuum of services to avoid duplication of services and effort
- f. promote collaborative and innovative problem-solving to meet the needs of our community
- g. demonstrate the effectiveness of projects through outcome-based evaluation processes

See www.earlychildhoodiowa.org for more information

General Expectations

- a. This funding must be used for children pre-birth to 5 years and their families.
- b. Programs will be available to all Early Childhood of Iowa area residents.
- c. Providers will report -determined performance measures by the 15th of Oct., Jan., April and July.
- d. Providers of family support and/or parent education programs will use one of two assessment tools, the Life Skills Progression Instrument or Protective Factors Survey, to measure their performance as required.
- e. Providers must comply with federal and state laws regarding confidentiality and non-discrimination.
- f. Providers must adhere to the guidelines for use of funds set by the Early Childhood Iowa state board below.

Funding Guidelines

Early Childhood Grant Funding

Early Childhood Iowa is allowed, but not required, to support specific activities with Early Childhood Funding. Examples of allowable activities include:

Capacity Building

- Increase access to infant, 2nd and 3rd shift, and inclusive child care through provider recruitment and support.
- Increase children's access to Head Start, Early Head Start, and other evidence-based child development and child care programs, through provider support.
- In partnership with Child Care Resource and Referral, provide information to help parents select quality child care environments (comprehensive consumer education).

Quality Improvement

- Recruitment of and assistance to home- and center-based child care providers in meeting registration, licensure, and quality rating system or accreditation standards. Examples include, but are not limited to:
 - Home- and center-based child care consultants
 - Child care nurse consultants
 - The completion of self-assessments and program improvement plans
 - Limited equipment purchases and minor facility remodeling to meet health and safety standards required by licensing or registration, e.g., purchase of cribs for infants, installing a sink in an infant room, installing egress windows
- Provide training and professional development opportunities for home- and center-based child care and preschool providers with community partners such as Child Care Resource and Referral, community colleges, and ISU Extension. Examples include, but are not limited to:
 - Health and safety training
 - Use of developmentally appropriate practices, discipline and curriculums
 - Integrating inclusive and culturally competent practices
 - Program for Infant and Toddler Caregivers (PITC)
- Partner with T.E.A.C.H. Iowa to provide tuition assistance to home- and center-based child care and preschool providers to enroll in early childhood education coursework at community colleges.

School Ready Grant Funding

Early Childhood Iowa is allowed, but not required, to support specific activities with School Ready Funding. Examples of allowable activities include:

Family Support and Parent Education - must be used to directly support individuals who function in the role of parents.

- Family support or parent education program utilizing a home visiting service delivery model. Sixty percent of all funds that Early Childhood Iowa expends on family support programming must include a home visitation component.
- Parent education groups

Preschool Programming Support for Low-Income Families

- Tuition, not covered by other state or federal funding, for preschool services for children ages three, four and five who are not yet in kindergarten and whose families meet the eligibility guidelines
- Support for transporting children to and from preschool services
- Health services (dental screenings, mental health)
- Parent involvement activities
- Family support and parent education
- Initiatives to demonstrate quality preschool levels/standards (QRS, QPPS, PBS, etc.)

- Program enhancements to increase quality levels/standards (curriculum, materials, etc.)
- Professional development targeted toward quality initiatives and standards (curriculum, assessment, program standards, etc.)
- Personnel to foster the development of quality initiatives and preschool programming
- Tuition, not covered by other state or federal funding, for preschool services for children ages three, four and five whose families do NOT meet the eligibility guidelines may be allocated after the needs of children whose families meet the income eligibility guidelines and on a sliding fee scale or other co-payment provision.

Quality Improvement Efforts

- Local efforts that are linked to broader state or national efforts to promote high quality early care, health and education services
- Quality issues in connection with School Ready Funds for preschool support scholarships and family support/parent education programs
- Support for Community /Early Childhood Iowa Areas to support area coordination

Application Process

Applicants must be service providers serving Jasper, Marion and Poweshiek County families. Applicants must serve families with children pre-birth through age 5 years. Applicants must be willing to serve families at or below 200% of poverty. RFP materials may be requested by phone, e-mail or letter by contacting Amy Blanchard-Director, PO Box 344, 1510 Penrose Street, Grinnell, IA 50112; 641-236-5518; amy@greaterpcf.org. They will be emailed or sent via U.S. Mail.

How To Submit An Application

The **deadline** for submission of applications is **3:00 pm on Friday, May 6th, 2016. Applications must be received by email on or before the due date and time to amy@greaterpcf.org** . If you have questions please contact Amy Blanchard-Director, PO Box 344, 1510 Penrose Street, Grinnell, IA 50112; 641-236-5518; amy@greaterpcf.org.

Contracting Period

The contracting period is July 1, 2016 – June 30, 2017 contingent upon funding. General funding is available for a one-year funding cycle. Funding is **not** guaranteed to be sustainable or continuous from year to year. The State of Iowa has the right to reduce or rescind grant amounts at any time. Early Childhood Iowa will not be responsible for maintaining funding if grant amounts are eliminated or reduced.

How Applicants Are Selected for Funding

The evaluation process has three phases: Each proposal will initially be reviewed by the Director for completeness. All forms, signatures, and format requirements must be present before the proposals will be sent to the second phase. Proposals lacking the required elements will be returned to the applicant and will not be reviewed.

1. Evaluation will be based upon the scoring criteria following review, and possible oral presentation. The Early Childhood Iowa Board will determine whether the proposal is funded. The scoring rubric follows.

2. The Early Childhood Iowa Board reserves the right to select the provider(s) that will best meet the service objectives, not necessarily the highest scoring.

Notification of Awards

Applicants will be notified via email whether their application is being funded. All correspondence will be directed to the Contact Person listed on the completed application cover sheet.

Review of Award Decision

Applicants may request review of the award decision by filing a written appeal to JMP Early Childhood Iowa Area Board, PO Box 344, Grinnell, IA 50112.

Appeal Process

Applicants have the right to appeal the funding decisions based upon a showing that the policies and procedures governing the grant selection process have not been properly applied. The appeal process begins on the postmarked date of the written notification to the applicant of the grant committee's decision. Appeals should be in writing and filed with the Director of the Board within (5) five working days of the date of written notification of funding decisions to the applicant. It is the responsibility of the applicant to assure that appeals are received on or before the (5th) fifth working day of the appeals process. Appeals received after the (5th) fifth day will not be reviewed.

- All appeals shall clearly state how the selection failed in following the rules of the grant process as governed by the policies and procedures outlined in the RFP material provided to all applicants. The request must also describe the remedy sought.
- The Early Childhood Iowa Board will review the appeal and gather information regarding any infractions of the process.
- At the next regularly scheduled meeting the Early Childhood Iowa Board will determine if there has been a violation of process and will rule on the appeal. Final decision will be made by a quorum of the Early Childhood Iowa Board.
- The Early Childhood Iowa Board chair then issues the written decision to the appeal to the person(s) who submitted the appeal.

Conflict of Interest

To avoid any conflict of interest in the above funding determination process, any members of the Early Childhood Iowa Board, who have a direct interest or substantial related interest in a particular funding proposal, will not participate in evaluation of that Proposal. An example of a direct interest in a proposal would be an employee or board member of an agency submitting a Proposal. An example of a related interest in a Proposal would be a relative of an employee or board member of an agency submitting a Proposal. For further explanation see Tool V on www.earlychildhoodiowa.org.

Application Content

Applicants must submit a cover sheet, a narrative sheet and a budget form(s) in that order. Narrative questions must be answered in the order the questions are given. Do not use a font size smaller than 12 point for all components of the application. Do not include confidential information, as all applications are public record.

Complete a cover sheet and narrative **for each program/project for which you are applying for funding. For the budget form, follow these instructions:** If applying for funding for one program/project, only the first page of the budget form should be completed using line items similar to those on the second page. If applying for funding for more than one program/project, the first page should be completed showing only a total for each program/project, and the second page should be completed with line item detail for each program/project. Additional pages will be provided if needed electronically, or copies can be made. Double click inside the form to input information.

Release of Claims

With the submission of a proposal, each applicant agrees that it will not bring any claim or have any cause of action against the Early Childhood Iowa Board based on any misunderstanding concerning the information provided herein or based on the Board's failure to provide the applicant with information.

Questions should be addressed to:

Amy Blanchard-Director
JMP Early Childhood Area
PO Box 344, 1510 Penrose Street
Grinnell, IA 50112
641-236-5518
amy@greaterpcf.org

JMP EARLY CHILDHOOD AREA PROPOSAL for FUNDING

Application Cover Page

Legal Name of Organization/Applicant	
Name of Proposed Program/Project	
Address	City, State, Zip
Organization Phone	Organization Email
Contact Person and Title	
Contact Person Phone	Contact Person Email
Federal Tax ID Number	New or Existing Program/Project
Amount of funding requested: Amount of other funding sought: Amount of other funding secured:	
Program/Project Purpose Statement – fill in the blanks The purpose of _____ is to provide _____ for _____ in order to _____.	
I certify that I am duly authorized to commit and make assurances for the applicant, and will comply with all the provisions set forth in this Request for Proposal. To the best of my knowledge, the information contained in this application is correct and complete.	
Signature:	Date:

JMP EARLY CHILDHOOD AREA PROPOSAL for FUNDING

Application Narrative

The total narrative section is not to exceed 3 pages.

1. OVERVIEW of ORGANIZATION and PROGRAM/PROJECT

Briefly describe your purpose, mission and history of your organization.

Briefly describe constituents served.

Briefly describe the program/project and its key achievements.

2. GOALS and TIMELINE

What are the program/project goals and how do they align with Early Childhood Iowa priorities? What are the anticipated action steps and timeline?

3. MODEL and PRACTICES

Does the program/project utilize a research based and/or evidence based or a promising practice model or approach? If yes, please describe and site the source of research, evidence, or promising practices information (i.e. website, research article, other). If no, please explain.

(**Evidence based** programming is defined as a program that has completed a randomized control trial conducted by an independent researcher that has demonstrated positive results for children and families. It can also include research conducted by the program that has been published in a peer reviewed journal that also demonstrates positive results for children and families. **Research based** programs may be based on sound research but do not have the on-going monitoring to ensure fidelity to the model that evidence based programming includes. **Promising practice** programs may have completed an evaluation but has not yet been published so that research has not been verified by an independent panel.)

4. MEASURABLE OUTCOMES

Is the program/project one for which data can be collected and analyzed to know if it is working the way it should? What are the anticipated outcomes and what is the evaluation method?

5. LEVERAGE or POTENTIAL IMPACT

Does the program/project address unmet community needs? Does it have the power to have an impact on positively changing the conditions, skills, attitudes or behaviors for the children and families served?

6. FEASIBILITY

Is the program/project cost effective, affordable, and sustainable? Could it be funded from multiple sources? If new, is it timely in that it can be acted upon and funded in one or two years?

7. COMMUNITY PARTNERSHIPS

Is your program/project building and maintaining community partnerships? If yes, explain the type of collaborative relationships with which you are currently engaged. If no, do you have a plan to coordinate services with other community resources?

FY'16	PROPOSED BUDGET / EXPENSES by PROGRAM											
CONTRACTOR NAME:	PROGRAM:				PROGRAM:				PROGRAM:			
	Previous Year (FY'16 2015-16) Budget	Current Year (FY'17 2016-17) Request	Other Funding	TOTAL	Previous Year (FY'16 2015-16) Budget	Current Year (FY'17 2016-17) Request	Other Funding	TOTAL	Previous Year (FY'16 2015-16) Budget	Current Year (FY'17 2016-17) Request	Other Funding	TOTAL
Salary/Visit/Program Cost				0.00				0.00				0.00
Other Salary/Visit/Program Cost				0.00				0.00				0.00
Other Salary/Visit/Program Cost				0.00				0.00				0.00
Other labor costs/benefits				0.00				0.00				0.00
Mileage				0.00				0.00				0.00
Training/Staff Development				0.00				0.00				0.00
Supplies: Training Educational				0.00				0.00				0.00
Supplies: Office				0.00				0.00				0.00
Supplies: Program				0.00				0.00				0.00
Supplies: Other				0.00				0.00				0.00
Postage				0.00				0.00				0.00
Rent/Occupancy				0.00				0.00				0.00
Telephone/Utilities				0.00				0.00				0.00
Equipment/Furnishings				0.00				0.00				0.00
Data Support				0.00				0.00				0.00
Marketing				0.00				0.00				0.00
Outside contracts/TA				0.00				0.00				0.00
				0.00				0.00				0.00
				0.00				0.00				0.00
				0.00				0.00				0.00
Administrative				0.00				0.00				0.00
				0.00				0.00				0.00
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Units expected to serve (e.g. # of hours; # of children):				Units:				Units:				
Unit Cost (e.g. # of hours/total cost; # of kids/total cost):				Unit cost:				Unit cost:				

Total Score

Early Childhood Iowa RFP Scoring Rubric

Applicant's Name:		Applicant #	
Criteria	2 Minimal	6 Acceptable	10 Outstanding
Cover Sheet	Applicant shows some evidence of thorough and accurate completion of cover sheet	Applicant shows persuasive evidence of thorough and accurate completion of cover sheet	Applicant clearly demonstrates overwhelming evidence of thorough and accurate completion of cover sheet
1. Overview	Applicant shows some evidence of adequately describing the proposed program/project and of meeting minimum requirements	Applicant shows persuasive evidence of adequately describing the proposed program/project and of meeting minimum requirements	Applicant clearly demonstrates overwhelming evidence of adequately describing the proposed program/project and of meeting minimum requirements
2. Goals and Timeline	Applicant shows some evidence of having goals that align with Early Childhood Iowa Empowerment priorities and a reasonable timeline	Applicant shows persuasive evidence of having goals that align with Early Childhood Iowa Empowerment priorities and a reasonable timeline	Applicant clearly demonstrates overwhelming evidence of having goals that align with Early Childhood Iowa Empowerment priorities and a reasonable timeline
3. Model and Practices	Applicant shows some evidence of utilizing research based, evidence based or promising practices approaches	Applicant shows persuasive evidence of utilizing research based, evidence based or promising practices approaches	Applicant clearly demonstrates overwhelming evidence of utilizing research based, evidence based or promising practices approaches
4. Measurable Outcomes	Applicant shows some evidence that the program/project outcomes are measurable	The applicant show persuasive evidence that the program/project outcomes are measurable	The applicant clearly demonstrates overwhelming evidence that the program/project outcomes are measurable
5. Leverage or Potential Impact	Applicant shows some evidence of how they will impact community needs of children and families	Applicant shows persuasive evidence of how they will impact community needs of children and families	Applicant clearly demonstrates overwhelming evidence of how they will impact community needs of children and families
6. Feasibility	Applicant shows some evidence of cost effectiveness, affordability, and sustainability	Applicant shows persuasive evidence of cost effectiveness, affordability, and sustainability	Applicant clearly demonstrates overwhelming evidence of cost effectiveness, affordability, and sustainability
7. Community Partnerships	Applicant shows some evidence of building and maintaining community partnerships	Applicant shows persuasive evidence of building and maintaining community partnerships	Applicant clearly demonstrates overwhelming evidence of building and maintaining community partnerships
Budget	Applicant shows some evidence of a solid budget	Applicant shows persuasive evidence of a solid budget	Applicant clearly demonstrates overwhelming evidence of a solid budget
Total			