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|  | ***4 COUNTIES FOR KIDS*** |
| **Early Childhood Iowa Area** |

Request For ApplicationS

STATE FISCAL YEAR 2025

DUE

**April 16, 2024**

TO:

4 COUNTIES FOR KIDS EARLY CHILDHOOD IOWA AREA

1 electronic copy – e-mail to: [gmercer@scicap.org](mailto:gmercer@scicap.org)

AND

10 signed hard copies – mail or hand deliver to:

GAYLYN MERCER

ECI AREA DIRECTOR

221 S CLINTON

ALBIA, IA 52531

**INTRODUCTION**

**AND**

**INSTRUCTIONS**

The 4 Counties For Kids Early Childhood Iowa Area Board of Directors believes it will have available Early Childhood and School Ready Funds grant money to be allocated in Appanoose, Davis, Lucas and Monroe County for the period from July 1, 2024 to June 30, 2025.

The Board’s priorities in allocating this money are consistent with those defined in federal legislation and Iowa Administrative rules as follows:

Enhancing quality childcare capacity in support of parent capability to obtain or retain employment. Developing and implementing a community based comprehensive program to improve the school readiness of children.

The Board supports State of Iowa Early Childhood Iowa efforts to achieve results in the five broad areas of Healthy Children, Children Ready to Succeed in School, Safe and Supportive Communities, Secure and Nurturing Families, and Secure and Nurturing Child Care Environments.

In support of these objectives, the Board has identified three broad priorities for meeting the needs of young children and their families in the Appanoose, Davis, Lucas, and Monroe counties.

**Children Ready for School**

* All children will have access to quality, healthy, developmentally appropriate preschool.
* Children will be healthy and well adjusted.

**Healthy Secure and Nurturing Families**

* Parenting practices in families will prepare children to reach their fullest potential.
* Children will be safe at home.
* Families will be able to support the development of children.
* Children will receive appropriate health care at all stages of their life.
* Increased health status of children 0-5 (Emotional, Social, Physical and Intellectual)

**Secure and Nurturing Child Care Environments**

* Professional development opportunities for childcare providers and preschools
* Quality childcare environments will be accessible to all families.
* Quality childcare environments will support the growth and development of children.
* Children will be safe in childcare.
* Childcare environments will be healthy.

APPLICATION REQUIREMENTS:

1. Eligible applicants: Individuals or agencies engaged in activities that support children prenatal to age 5 and their families who reside in Appanoose County, Davis County, Lucas County or Monroe County. Public and private school district applicants must have their principal administrative office located in Appanoose County, Davis County, Lucas County or Monroe County.
2. Applications must be received no later than 5:00 p.m., on April 16, 2024. Applications received after this deadline will be rejected and returned to the applicant.
3. Applications must be sent or delivered to:

4 Counties For Kids - Early Childhood Area Board

Attn: Gaylyn Mercer

221 S Clinton

Albia, IA 52531

and

Via e-mail: [gmercer@scicap.org](mailto:gmercer@scicap.org)

1. Required copies: An electronic copy of your application is required. The electronic copy must be in a format that is compatible with Microsoft Word© version 2010. E-mail your application to [gmercer@scicap.org](mailto:gmercer@scicap.org). Please ensure that your computer virus protection is up to date. Provide one signed original and e-mailed scanned copy of your application (see E. for the format). It is only necessary to submit the APPLICATION section.
2. Format: Applications must be type written using a font size no smaller than 11. Type your answers in the boxes. The boxes are formatted Arial font size 11. The boxes will expand to accept your answers. Please be concise. There are four sections to the application. Please limit answers to Section I questions to two pages, and Section II to one page. Section IIIa is one page and IIIb may be two pages.
3. Basic requirements:

Provide all of the requested information on the Application – Page 1. Mark the box beside the one type of program you are proposing. If one of the types provided does not fit your program, please mark Other and enter the program type in the Explain box. A copy of Page 1 signed by an authorized person must be provided.

Note: Current official information concerning performance measures can be found at the following links:

Performance Measures Instructions –

<https://earlychildhood.iowa.gov/document/statewide-performance-measures-effective-july-1-2021>

(1) You will be required to indicate your knowledge concerning the various measures in the linked document above as they apply to your program and your commitment to accumulate the data and submit accurate required quarterly reports and enter data as required on the DAISEY statewide data system. The document includes the minimum required measures for each program type.

See Appendixes A and B for additional information sources.

Section I – Program Description (limit two pages) – provide a narrative description of your agency and your program or service. The narrative shall address:

*How will the proposed program or service meet the needs of children prenatal to age 5 and/or their parents?*

* the need for the program.
* the 4 Counties For Kids priority that the program will affect;
* type of program
  + direct services (effecting individual families or children), such as tuition assistance, transportation, etc.,
  + indirect services (effecting facilities or staff), such as consultation, quality improvement, training, etc., or
  + family support, including home visitation, group parent education, etc.;
* the strategies or activities the program or service employs;
* how those strategies or activities will provide the desired effect;

*Is the proposed program or service a proven quality approach?*

* is the program or service research or evidence based or does it employ a research or evidence-based curriculum and explain;
* your agencies qualifications to provide the proposed program or services;
* any agency state or federal accreditations or certifications, contracts/agreements, or licensing that apply to this program;
* specific training and/or certification and educational level of direct service personnel; and

*Who are the participants in the proposed program or service?*

* the target audience that your program will serve. Be specific about any eligibility requirements and how you will determine and report the eligibility;
* any other information that will help the Board evaluate your program.

Section II – Program Goals (limit 1 page) explain your program or service’s goals. This section is very important. ECI programming must be results driven. The section must address:

*What is your goal for the amount of services that you propose to provide?*

* number of participants you want to serve during the year (depends on your target audience) {see (1) above}
  + child care or preschool facilities/providers for indirect services,
  + families, children for direct services and family support;
* amount of services you want to perform – visits, group programs, consulting contacts, training sessions, etc. {see (1) above};
* if the program involves varying levels of services, explain how the level of services to be provided to each participant is determined;
* how you will measure and report your programs performance {see (1) above};

*What effect do you want to have on your program or services participant? What will change in their lives?*

* how will you measure the levels of changes in your served population (outcomes)? {see (1) above} The two-document links contain current information concerning minimum outcome performance measures that are required;
* what are your goals for achieving the outcomes?
* how and when you will you report the measures {see (1) above}; and
* any additional measures that you can report will make your program stand out, including goals;

Section IIIa – Detailed Line Item Budget (limit 1 page) – provide a detailed budget. Line item budget details that are required depend on your program. The details only need to explain how the money being requested from 4 Counties For Kids will be used, for instance a request for preschool tuition assistance does not have to break out the money into salary, etc. line items, it only needs to show number of children and amount of tuition per child. If there is also other funding supporting the proposed program or service, you are to include that in your budget detail in order to provide a true picture of the cost of the program or service. You will be required to continue to report the amounts of the other funding source used on any reports.

Section IIIb – Budget Justification (limit two pages narrative) – provide in this section a justification for the amounts entered in each of the line items to achieve the desired levels of program or service activities to be provided, for instance hourly/daily preschool tuition and number of days of preschool to be provided, hourly wage rate and number of hours of program or services to be provided, etc. Explain how you decide who will be served, at what level and how many people or facilities will be served.

1. Signature requirements: Applications must be signed and dated by an authorized person.
2. Questions: Requests for information shall be made only to Gaylyn Mercer, Early Childhood Iowa Area Director at 641-219-9151 or e-mail gmercer@scicap.org.
3. Tentative Funding Timeline –

Feb 15 - RFP distribution

March 15 – Funds availability announcement

April 16 – Applications due

May 21 – Board Meeting for initial review of proposals

June 1 – Decision notices e-mailed to all applicants

June 28 – Final contract negotiation and contracts signed.

This timeline may be adjusted as necessary. However, in no case will the applications due date be changed to be any earlier than stated above.

The Board reserves the right to reject, in whole or in part, any or all applications, to advertise for new applications, to arrange to receive or itself perform the services herein, to abandon the need for such services, and to cancel this grant application if it is in the best interests of the Board.

GENERAL INFORMATION

1. Contingent on funding: This funding offer is being made contingent upon receipt, of funding from the State of Iowa, by the 4 Counties For Kids Early Childhood Iowa Board. Approval of applications will also be contingent upon the level of funding allocated to the 4 Counties For Kids Early Childhood Iowa Board by the State of Iowa.
2. Evaluation criteria: Applications will be judged on how the programs contribute to the Board’s priorities and performance indicators. Applicants must clearly state the contributions their programs are designed to make. The following evaluation criteria will be used:

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| **Met** |
| Bidder has provided an adequate description of each requirement and how it will be met Response indicates adequate ability to serve the needs of children and families. |
| **Did not meet** |
| Bidder has provided some details of each requirement and how it will be met Response does not clearly indicate if and how all the needs of children and families will be met. |

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| Evaluation Area | Met | Did not meet |
| Section I - Program Description | | |
| Need for program or service & 4 Counties For Kids Priority |  |  |
| Program type, strategies employed, how strategies provide desired effect. |  |  |
| Research or evidence based. |  |  |
| Agency qualifications, agency accreditations/licensing, staff qualifications. |  |  |
| Target audience, eligibility. |  |  |
| Section II - Program Goals | | |
| Number of participants to be served for year. |  |  |
| Amount of services performed for year. |  |  |
| Program performance measures & reporting. |  |  |
| Program outcome measures, goals & reporting. |  |  |
| Section III and IIIa – Budget | | |
| Line item budget is accurate |  |  |
| Line item budget is reasonable |  |  |
| Budget narrative |  |  |
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1. Budget required: Each application must include a complete line item budget for the project for which funds are being requested. A budget form is provided.
2. Board right to reject. The Board reserves the right to reject all or part of any or all application(s).
3. Board right to partial fund. The Board reserves the right to approve partial funding for any or all proposed projects. In this case, applicants will be required to submit a revised budget before final approval is made.
4. Proposal modification requests. It is possible that due to late Legislative action, the Board will request that some or all of those agencies that submitted proposals resubmit a modified proposal for a lesser amount before taking final action on the application.
5. Appeal: You have the right to appeal the Board’s decisions. All appeals must be made in writing within 14 days of the date of the notice of decision. The written appeal shall fully and clearly identify the reason(s) for the appeal. The appeal will be reviewed by the entire Board at the next regularly scheduled meeting or at a special meeting called for that purpose. All appeals must be delivered to:

Chairperson

4 Counties For Kids Early Childhood Area Board

c/o Gaylyn Mercer

221 S Clinton

Albia, IA 52531

1. Release of information: Applicant organizations or individuals may be required to sign an authorization for release of information by the Department of Human Services and for a criminal records check, if providing direct services to children. In this case, final approval will be withheld pending the results of record checks.
2. Background Checks: Applicants will be required to certify that all personnel providing direct services to children have criminal and child abuse record checks as required in Tool FF and that, at a minimum, meet standards required for Department of Human Services child care licensure/registration.
3. Licensure/Certifications requirements: The applicant must address qualifications to provide the proposed services. This will include any required agency licenses, certifications and/or agreements with government agencies having authority over the program. Also included is licensing and/or certification of staff providing the proposed services. Proof of these qualifications must be provided at the time a contract is completed.
4. Contract requirement: Applicants for which full or partial funding is approved will be required to sign a contract for services with the Board before receiving any funds. The submitted application and budget will be made a part of the contract agreement. Attachment D is a sample contract.
5. Contract duration: The contract resulting from this application will have an initial duration of one year, July 1, 2024 to June 30, 2025. The contract may, at the Boards discretion, be extended for up to two additional periods of one year each. The extensions will be based on a review of the service providers performance and an updated budget. See Attachment D for contract provisions concerning the extensions.
6. Reporting requirements: Applicants for which full or partial funding is approved will be required to provide program performance reports to the Board concerning the funded program or services at such intervals and in such formats as the Board shall direct.
7. Insurance requirements: The Board requires that all contractors, during the period of their contract, have and maintain a minimum of $500,000 of professional/general liability insurance.
8. Insurance certificate required: Contractors are required to provide to the Board a certificate of proof of insurance for at least the minimum requirement. 4 Counties For Kids Early Childhood Iowa Area Board of Directors shall be listed as Additional Insured on the certificate.
9. Deadline: Applications received after the stated deadline will be rejected and will not be reviewed.
10. All applications become the property of the 4 Counties For Kids Early Childhood Iowa Area Board and will not be returned.

**DO NOT SUBMIT THE PRECEDING PAGES WITH YOUR APPLICATION.**

**THE NEXT PAGE BEGINS THE PART OF THIS DOCUMENT THAT YOU ARE REQUIRED TO SUBMIT.**

**FUNDING APPLICATION**

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| Organization Legal Name:\_ \_ \_ \_ \_ |  |
| Contact Person:\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ |  |
| Address:\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ |  |
| Phone:\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ |  |
| E-mail Address: \_ \_ \_ \_ \_ \_ \_ \_ \_ \_ |  |
| Organization Taxpayer ID Number: |  |

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| Program or Service Name:\_ \_ \_ \_ \_ |  |

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| Amount of 4 Counties For Kids  money requested\_ \_ \_ \_ \_ \_ \_ \_ \_ \_ |  |

Type of Program

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Preschool – Scholarships/Tuition Assistance or Transportation Assistance

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Preschool – Program Support

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Family Support/Parent Education

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Health Related

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Child Care Quality Improvement

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Child Care Availability Development

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Other:

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| Explain: |  |

**Certification:**

By my signature, I certify that I am duly authorized to enter into agreements in the name of the applying agency. I further certify that, to the best of my knowledge, all claims made in this application are true and complete.

**Authorized Signature:**

**Title:**

**Date of Application:**

**FUNDING APPLICATION**

**CONTINUED**

**SECTION I (2 PAGES MAXIMUM)**

**Program or Service Description of Needs and Strategies**

Narrative description of your program or service including how the need for the program or service was determined, which of the 4 Counties For Kids priorities it is designed to effect, type of program, what strategies or activities are employed, and how the kinds of activities employed will provide the desired effect(s).

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Is the proposed program/service research or evidence based or does it use a research or evidence-based curriculum? \_\_\_YES \_\_\_NO \_\_\_UNKNOWN

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| Describe. |
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Agency qualifications, accreditations, certifications and or licenses required/held. Staff qualifications, training and/or certification and education level of direct service personnel.

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Program or service target audience and their eligibility requirements.

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Other pertinent information.

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**SECTION II (1 PAGE MAXIMUM)**

**Program Goals & Reporting**

Number of participants that the proposed program/service will serve and the amount of services to be provided to those participants. What performance measures data will you accumulate?

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Outcome goals for the proposed program or service. What will change in the lives of the participants, and how will that change be measured?

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Reporting. Describe how you will meet the reporting requirements for the type of program you are proposing.

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**SECTION IIIa (1 PAGE MAXIMUM)**

**Input – Budget & Budget Justification [OPTIONAL Microsoft Excel spreadsheet may be used]**

**Budget Detail**

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| --- | --- | --- | --- |
| Line Item | 4 Counties For Kids money | Other Money | Budget Total |
| Preschool Funding – No Line Items Needed |  |  |  |
| Preschool Scholarships |  |  |  |
| Preschool Transportation |  |  |  |
|  |  |  |  |
| Other Funding – Provide Detail |  |  |  |
| Salaries  Position |  |  |  |
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| Fringe Benefits |  |  |  |
| Administrative Cost |  |  |  |
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| Travel |  |  |  |
| Office Space Cost |  |  |  |
| Utilities – telephone, computer access, etc. |  |  |  |
| Program Supplies |  |  |  |
| Office Supplies |  |  |  |
| Postage |  |  |  |
| Printing/Advertising |  |  |  |
| Training/Certification/Conferences |  |  |  |
| Insurance |  |  |  |
| Equipment |  |  |  |
| Program Expenses (may include client incentive payments, client reimbursements, etc., which do not fit in other items. Be specific.) |  |  |  |
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| **TOTALS** |  |  |  |

**SECTION IIIb (2 PAGES MAXIMUM)**

**Input – Budget Justification**

Explain the amounts requested – number of scholarships or children, hours expended for positions; how line item amounts requested are determined and will be used.

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**THE PREVIOUS PAGE IS THE LAST PAGE TO SUBMIT WITH YOUR APPLICATION.**

**DO NOT SUBMIT THE FOLLOWING PAGES**

**ATTACHMENT A**

**BASIC FUNDS INFORMATION**

Early Childhood Iowa Funds Information

Uses of 4 Counties For Kids Early Childhood Iowa Area funds are controlled by state and federal regulations and the goals and priorities laid out in the 4 Counties For Kids Early Childhood Iowa Area Community Plan.

Programs will be funded using Early Childhood Iowa Initiative Early Childhood Funds and School Ready Funds. Decisions concerning funding are at the discretion of the Board of Directors. The basic funding parameters are listed in the table below.

(See the latest version of Tool G at [Toolkit Tools | Early Childhood Iowa](https://earlychildhood.iowa.gov/toolkit-tools)

for more detailed information about Early Childhood Iowa funding parameters.)

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| **Empowerment Funds must be used in accordance with the parameters below.** | |
| Early Childhood Funds – are provided from federal funds in order to enhance the capacity and the quality of child care services to help parents obtain or retain employment. **Examples of Allowable Activities**  **Include but are not limited to the following:**  **Capacity Building**   1. Increase access to infant child care, 2nd and 3rd shift care, and inclusive child care through provider recruitment and provider support. 2. Increase access to Head Start, Early Head Start, and other evidence-based child development programs and child care programs through provider support. 3. In partnership with Child Care Resource and Referral, provide information to help parents select quality child care environments (comprehensive consumer education).   (continued) | **School Ready Funds** – are state funds to be utilized to support a comprehensive school ready children plan.  **Examples of Allowable Activities**  **Include but are not limited to the following:**  **Family Support Prenatal through Five Services** ○ programs implementing evidence-based family support and parent education practices.  See Tool FF for more information  *(continued)* |

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| Early Childhood Funds continued  **Quality Improvement**   1. 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: 2. Home and center-based child care consultants 3. Child care nurse consultants 4. Completion of self-assessments and program improvement plans 5. 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 required sink in an infant room, installing egress windows, etc. (*Very low priority of 4CFK Board)*. 6. Training and professional development opportunities for home- and center-based childcare and preschool providers with community partners such as Child Care Resource and Referral, community colleges, ISU Extension, etc. Examples include, but are not limited to: 7. Health and safety training 8. Developmentally appropriate practices, discipline and curriculums 9. Integrating inclusive and culturally competent practices 10. Program for Infant and Toddlers (PITC) 11. PAT Child Care Educator  * Partner with T.E.A.C.H. Iowa and or WAGE$ to provide tuition assistance to home- and center-based child care and preschool providers to enroll in early childhood education coursework at community colleges   Funding cannot be used to supplant state Child Care Assistance (CCA) and Wrap Around Child Care Programs for eligible recipients.  When funding child care scholarships, the families’ income must fall between 146-185% of the HHS Poverty Guidelines, although this is not encouraged due to potential federal reporting requirements. | School Ready Funds continued  **Preschool Programming Support for Low Income Families Services** This funding is 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.  Children ages three, four, and five who are not attending kindergarten are eligible. See Tool CC for more information. Programs may include but are not limited to:  ○ Preschool tuition assistance  ○ Support transporting children to and from their preschool programming  ○ Extended preschool days  ○ Summer kindergarten preparation program  ○ Preschool based health services  ○ Preschool parent involvement activities  ○ Program enhancements to increase quality levels/ standards  ○ Professional development targeted toward quality initiatives and standards  ○ Specialized personnel expenses  **Quality Improvement**  Programs to improve the quality of early care, health and education projects and programs 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.  See Tool II for more information.  **Other Services**  ○ Support early care, health and education for children and families prenatal through age five.  ○ Demonstrate effectiveness through documented and reported performance measures  Early Childhood Iowa funds shall not be used to purchase real property that would be subject to taxes.  Funds shall not be used to supplant other state and federal funds. |

**ATTACHMENT B**

**PERFORMANCE MEASURES**

**See the following for the latest information:**

At [Toolkit Tools | Early Childhood Iowa](https://earlychildhood.iowa.gov/toolkit-tools)

Tool CC – SR Funds Preschool Support for Low-Income Families –

Tool FF – SR Funds Family Support & Parent Education –

Family Support Statewide Data System (DAISY) Instructions – Reporting Instructions for ECI Tool FF – can be found at: [Toolkit Tools | Early Childhood Iowa](https://earlychildhood.iowa.gov/toolkit-tools)

State Required Performance Measures Information

Adopted Performance Measures –

<https://earlychildhood.iowa.gov/document/statewide-performance-measures-effective-july-1-2021>

Performance Measures Instructions –

[Instructions for Statewide Performance Measures | Early Childhood Iowa](https://earlychildhood.iowa.gov/instructions-statewide-performance-measures)

**ATTACHMENT C**

**2022 Federal Poverty Guidelines**

[U.S. Health and Human Services (HHS) Poverty Guidelines (2022) | Early Childhood Iowa](https://earlychildhood.iowa.gov/document/us-health-and-human-services-hhs-poverty-guidelines-2022)

**Attachment D**

**Sample Contract**

**A SAMPLE COPY OF THE ECI CONTRACT IS AVAILABLE UPON REQUEST**