

BVCS EARLY CHILDHOOD IOWA REQUEST FOR PROPOSAL FISCAL YEAR FY 25

APPLICATION GUIDANCE

- The format and guidelines of this request for proposal application must be followed to be considered for funding.
- Request for proposal materials may be requested by letter, phone, or e-mail, and are located on the BVCS Early Childhood Iowa websites: <http://bvcsearlychildhoodiowa.org/> or contact Annette Koster, Area Director at bvcs.eci.director@gmail.com
- Applications are due to the Area Director’s office, PO Box 174 | Breda, IA 51436, Iowa. An electronic mail application must also be submitted by the date specified on the Request for Proposal bvcs.eci.director@gmail.com the application must be in Microsoft Word format or PDF. If submitted in PDF a Word format may be requested later.
- The BVCS Early Childhood Iowa Area Board gives each application thorough consideration. The BVCS Early Childhood Iowa Area Board is the entity who makes final funding decisions.
- Applicants must support the goals as identified in the 2024-2028 Early Childhood Community Plan available at: <http://bvcsearlychildhoodiowa.org/>
- Intent to apply **Due Date:** March 13, 2024.
- Request for Proposal **Due Date:** May 1, 2024, by Noon

BVCS Early Childhood Iowa (BVCS ECI) Request for Proposal is seeking programs to provide:

- An evidence-based Family Support Home Visitation to serve the Buena Vista, Crawford and Sac County/Counties. The program will be in the process of obtaining an evidence-based model, an affiliate application must have been submitted to the appropriate model affiliate.
- Health & safety/mental health/curriculum/financial/ behavioral screenings/education/ - consultation services, provider development, quality improvement/business investments to support quality early learning programs in the counties of Buena Vista, Crawford, and Sac Counties.
- Dental prevention and or support to children 0–3-year-olds and/or 3–5-year-olds in the counties of Buena Vista, Crawford, and Sac Counties.
- Preschool attendance/financial support in the counties of Buena Vista, Crawford, and Sac Counties.
- Programs to assist families with children zero through five years of age that have been identified in the BVCS Early Childhood Iowa 2024-2028 Community Plan bvcsearlychildhoodiowa.org.
- Applicants may be required to respond to questions concerning their proposal during the grant review process concerning clarification of their proposal but may in no way change their original bid.
- All applicants will receive notification of the BVCS Early Childhood Iowa Area Board’s decision. It is the intent of the Board to provide notification by June 30, 2024. Final decisions may be delayed due to the Legislative Session or the Office of the Governor.

- Grant recipients are required to sign a contract containing performance measures, fiscal responsibility, and reporting requirements.

APPLICATION REQUIREMENTS

Grant applications must include the following:

- A Grant Application Intent to Apply. (Attachment A)
- A narrative that follows the outline/statements provided on the provided RFP Template. (Attachment B)
- Project budget and funding sources. (Attachment C) (excel document)
- Project result matrix. (Attachment D) Excel Document
- Assurance Forms (Attachment E)
- Insurance coverage documentation may be provided later.
- Applications must be typed in either Calibri or Times New Roman 11 or 12-point font. Template margins are set at .75 do not change. Include page numbers. Hand written applications will be rejected.
- Signed **original proposal** and supporting documents (mailed), **plus an electronic copy** must be submitted for the review process.
- Original signed assurances document, insurance coverage verification, and indirect cost rate documentation is required.

APPLICATION ELIGIBILITY

- Funding is available to serve families and children ages 0-5 in Buena Vista, Crawford, Sac, Counties. The project shall, as much as possible, impact all three counties. This RFP will be utilized for programs that impact:
 - Family support (evidence-based model)
 - Quality childcare
 - Preschool support to families and programs
 - All other areas of early childhood
- Programming is to adhere to the principle that no discrimination will be practiced as to race, religion, disability, sex or national origin.
- Proposals developed jointly by more than one agency or organization must identify a single lead organization as the official applicant. Participating agencies and organizations can be included as co-participants, sub-grantees, or subcontractors.
- Applicants shall be able to demonstrate the ability to implement programs/services that support the purpose and program goals.
- Only agencies and organizations, not individuals, are eligible to apply under this RFP.
- The applying agency must be a not-for-profit entity or 501(c) (3), or have a not for profit administer the funding.
- The Early Childhood Iowa Board strongly recommends local Early Childhood Area Boards support the implementation of evidence-based, quality practices and services with proven positive outcomes for children.

Early Childhood Iowa Funding offered through BVCS Early Childhood Iowa

State Tools

Refer to <https://hhs.iowa.gov/programs/programs-and-services/eci> for state tools to assist in the application process. State tools are subject to change and award winners will be required to follow these changes. Please be advised that there are statewide-required performance measures for those entities receiving Early Childhood Iowa funding. The performance measures programs will be required to report on are relevant to the type of service(s)/project(s) conducted and have been adopted by the Early Childhood Iowa State Board. The local Early Childhood Board reserves the right to request additional outcome data other than what is required within the statewide performance measures. The following tools have been identified to assist in the application process and applicants are highly encouraged to review the tools before submitting a RFP application. On the Early Childhood Iowa website listed above locate the ECI Toolkit – Board Operations – Statewide Performance Measures (Tool O) and Instructions for Statewide Performance Measures (Tool P).

Examples of tools for core services are available in the ECI Toolkit–Fiscal

- Early Childhood Iowa School Ready Family Support & Parent Education (Tool FF)
- Early Childhood Iowa Funding (Tool G)
- Early Childhood Iowa School Ready Funds Preschool Programming Support for Low Income Families (Tool CC)

School Ready Funding Information

The BVCS Early Childhood Area Board estimates approximately **\$396,896.00** in School Ready funding in FY25 for programming. Monetary payments will be made to the contractor upon the Early Childhood Area Director’s receipt of invoice accompanied by supporting documentation, processing, and approval of the Finance Committee. School Ready Funding is to provide comprehensive services for children and families aged from birth through five years of age, including: parent support, family home visitation, parent education, preschool support and quality improvement. Typically split between three counties and cover the BVCS Early Childhood Iowa Area.

Administrative funding may be used for, but not limited to: Fiscal Agent Fees; Board Liability Insurance; Board Expense; Support for Board Operations (i.e., rent, utilities, supplies).

School Ready General funding may be used for, but not limited to: Family Support, Preschool Tuition Grants, Lead Screens; Mental Health Screens; Oral Screens w/Fluoride Varnishes; Behavior Management Programs; early care and education professional development; in-home visitation programs and group-based parent education programs.

Quality Improvement funding may be used for: the local Early Childhood Board staff salary, benefits, and related expenses; professional development, quality improvements within child care and/or preschool settings.

Early Childhood Funding

The BVCS Early Childhood Area Board estimates approximately **\$108,690.00** in Early Childhood funding for FY25 for programming. Monetary payments will be made to the contractor upon the Early Childhood Area Director’s receipt of invoice accompanied by

supporting documentation, processing and approval. Typically split between three counties and cover the BVCS Early Childhood Iowa Area.

Early Childhood Funding is to enhance the quality and capacity of child care services to help parents obtain or retain employment. A list of Examples of allowable activities is available at: <https://hhs.iowa.gov/programs/programs-and-services/eci> Tool G

OTHER INFORMATION

BVCS Early Childhood Iowa believes in quality support for children 0-5 and their families.

BVCS Early Childhood Iowa seeks to educate families, communities, and providers with up-to-date information regarding all aspects of a child’s life, age 0-5.

Programming that supports the State Early Childhood Iowa Result Areas:

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

BVCS Early Childhood Iowa priorities 2025-2028 Community Plan:

- ◆ Parent Supports
- ◆ Quality Early Learning
- ◆ Dental Prevention
- ◆ Behavioral Mental Health Supports
- ◆ Preschool Attendance
- ◆ Supports for Child Care

BVCS Early Childhood Iowa continues to support programs that have shown success. We welcome and will consider new initiatives that can demonstrate a plan of success supporting our guiding principles and addressing our priority needs.

BVCS Early Childhood Iowa builds awareness of programs and their value to families and the future of our communities.

BVCS Early Childhood Iowa Identified Indicators

BVCS Early Childhood Iowa are stated with in our Early Childhood Community Plan

<http://bvcsearlychildhoodiowa.org/> .

Request for Referral Template Format/Guidance

Provide answers to the statements below to complete the Request for Proposal or Conversion Template (Attachment B).

1. Agency, purpose, mission, history of your organization, constituents served, current programs and overall key achievements.
2. Project title you are applying for, include background information about the project.
3. Alignment with the 2025-2028 BVCS Early Childhood Iowa Community Plan.
4. Project description, summary of the intended program/project you plan to offer. Include the number to be served, county or counties you will serve, project action steps, timeline

for engaging clients, projected population you will target. Evidence you have that this project will create the intended outcomes for the intended population based on the programs identified model; evidence based, research based or promising practice.

5. Describe marketing and outreach efforts to engage the targeted population.
6. Deliverables - Quality Assurance - Measurable Outcomes related to Early Childhood Iowa required performance measures and/or other performance measures you will track. Positive impacts/change in conditions, skills, attitudes, or behaviors for the children/families/child care providers that are served.
7. Explain relationships with community partners and collaborations, along with any public/private partnerships related to the proposed project.
8. Project Fees/Budget – Provide a detailed narrative for all items identified in the budget. See Budget Narrative below for what to include.
9. A separate itemized budget Excel document will also be submitted (Attachment C) will also be utilized if a contract is entered into.
10. Agreements from your agency (if applicable).

Budget Narrative

The budget should show how funds will be expended to complete the planned activities in your proposal. The budget must identify other sources of support (e.g., in-kind, grant sources, participant fees, etc.) that support the identified program/service, the source of other funds, and the amount of support from each source.

Budgets must itemize the following:

- **SALARIES:** Identify staff position to be paid on this grant; include staff title, annual salary, percent of time devoted to project, and amount requested; Example: Program Coordinator \$32,000/annual salary X 75% of time = \$24,000. Program staff members are those directly involved with the coordination and implementation of the identified program/service.
- **BENEFITS:** List personnel benefits associated with the salary section, such as Social Security, worker’s compensation, unemployment insurance, health insurance, and other benefits. The total amount may be calculated as a percentage of salaries.
- **TRAVEL:** Itemize all in-state and out-of-state travel. Include costs for meals, lodging, and mileage. Identify the rate per mile.
- **PROFESSIONAL DEVELOPMENT:** To be used for training, workshops, and conferences. If known at the time of application, include name of event, number of personnel to attend, registration cost/fees, name of the institution and place of event.
- **OFFICE SUPPLIES:** Itemize and describe all program related supplies and other expenses. Include: postage, printing, other supplies, etc.
- **PROGRAM MATERIALS:** Program materials such as curriculum, printing, brochures or other program material costs.
- **EQUIPMENT:** Equipment purchases include any item with a cost of value of \$500 or more and with an anticipated useful life of one year or more. Equipment purchased with these funds must be inventoried and tracked. (purchase and or rental)

- **RENT AND OPERATIONAL COSTS:** The cost of providing space, utilities, telephone phone, and internet for the service. Include cost of data package for iPad. Do not extend beyond the initial two-year contract, we will reevaluate after the initial contract.
- **CONTRACT SERVICES:** Services under written agreement with applicant. Provide a brief explanation of the contractor’s role in the project; provide unit cost rate for contractor services, and total cost of the contractor.
- **INDIRECT COSTS:** Indirect costs of no more than 15% may be an allowable expense. If the applicant provides documentation from a recognized federal agency that identifies an indirect cost rate approved by a federal agency for the applicant. *Attach documentation to the application.* Applicants without such an approved indirect cost rate may charge no more than 15% administrative fees. Describe how the rate is defined and what it includes. Definition: Indirect costs are those that are incurred for common or joint objectives and therefore cannot be identified readily and specifically regarding a particular program but are nevertheless necessary to the operations of the organization. For example, the cost of operating and maintaining facilities, depreciation, fiscal agent, data management and supervisory support are generally treated as indirect costs. Place an asterisk * by any indirect cost on Attachment C.
- **OTHER FUNDING AND IN-KIND** –Identify other funding and in-kind support to support the project.
- Program funded in FY24. Include the percentage of funds spent. Include clarification if a high rate of funds were unspent. In the event you request the same or more funds provide action steps to prevent this from occurring again.
- In addition, use the excel form (Attachment C) provided for FY 25 and submit with proposal, submit as an excel document. A pdf form can also be submitted.

Contractual Obligations and Information

Contract Period

The term of this Contract shall be July 1, 2024, through June 30, 2025, unless terminated earlier in accordance with the Termination section of the Contract.

Reimbursement of Expenditures

The award will be made to the contractor in monthly disbursements, or another agreed upon payment schedule; it is a draw down process only. A formulated budget spreadsheet will be required to be utilized and will be provided.

Public Awareness

Funded programs must promote the program in the general community at least twice during the contract period. The following statement must be used at all times when promoting the funded program: “*Program*” is funded through the BVCS Early Childhood Iowa Area Board. The Board’s logo will be provided for public awareness purposes.

Budget Amendments

Contractors are allowed to amend program budget without prior board approval only if it is less than 10% of annual approved budget. If it is over 10% of the annual budget, prior board approval must be sought. Regardless, any budget amendments must be submitted in writing to the BVCS Early Childhood Iowa Area Director. Out-of-state travel is not permitted unless approved by the Board. Reimbursement for meals and travel must follow the guidelines of the contracting organization or the State of Iowa.

Supplanting

This funding may not be used to supplant existing funding. If funding will be used as match for other grant funds, BVCS Early Childhood Iowa Area Board must first be notified and reported on a monthly basis.

Progress Reports

Funded programs will be required to submit quarterly reports. The fourth quarter will serve as the year-end report. Standardized report formats will be provided for all programs/services. The progress report format is subject to change. A copy of the expenditure and reporting requirements are available upon request.

Insurance

If a contract is awarded, the Contractor, and any subcontractors performing the services required under a Contract, shall maintain in effect, with insurance companies authorized to do business in the State of Iowa, insurance covering its work. The insurance shall be of the type and in the amounts reasonably required by the Early Childhood Iowa Area.

The Contractor's insurance shall, among other things, insure against any loss or damage resulting from or related to the Contractor's performance of this Contract.

All such insurance policies shall remain in full force and effect for the entire life of this Contract and shall not be canceled or changed except after thirty days written notice to the Early Childhood Iowa Area.

Unless otherwise requested by the State, the Contractor shall, obtain the insurance coverage(s) set forth below:

Type of Insurance	Limit	Amount
General Liability	Per incident	\$1 million
Automobile Liability, including any auto, hired autos and non-owned autos used in the provision of services under this Contract	Per incident	\$1 million
Excess Liability, with Third Party Liability Endorsement	Per incident	\$1 million
Workers' Compensation for employees of Contractor	As required by Iowa law	
Professional Liability Insurance as applicable	Per incident	\$500,000

All insurance policies required by this Contract shall provide coverage for all claims arising from activities occurring during the term of the policy, regardless of the date the claim is filed or expiration of the policy.

The Contractor and any of its subcontractors performing work on this project shall submit certificates of insurance described above at the time of execution of this Contract. The receipt of such certificates does not constitute approval of the coverage contained on the certificates, and the Contractor remains responsible for determining that its insurance coverage meets each and every requirement of this Contract. Acceptance of the insurance certificates by the Early Childhood Iowa Area shall not act to relieve the Contractor of any obligation under this Contract.

The Contractor shall obtain a waiver of any subrogation rights that any of its insurance carriers might have against the State. The waiver of subrogation rights shall be indicated on the certificates of insurance coverage supplied to the Early Childhood Iowa Area.

CONFLICT OF INTEREST

To avoid any conflict of interest in the above funding determination process, any member of the BVCS Early Childhood Iowa Area Board, who has a direct interest or substantial related interest in a particular funding proposal, will not participate in the scoring and 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.

STATE TOOLS

Refer to <http://www.earlychildhoodiowa.org/> for state tools to assist in the application process. State tools are subject to change and award winners are required to follow these changes. Also note the required performance measures for funding. The Board reserves the right to request additional performance measure data other than what is required within the state tool(s). A template of the annual report is also available. Programs should make themselves aware of year end reporting prior to submitting a proposal.

EVALUATION AND SCORING

A scoring tool will be utilized to evaluate and score all requests for proposals. Refer to the attachment in this request for proposal.

SELECTION PROCESS

- Phase 1** – A technical review of proposal will be conducted by the Area Director.
- Phase 2** – The BVCS Early Childhood Iowa Area Board will meet to review the applications.
- Phase 3** – Award notification on or after June 30, 2024.

REQUEST FOR PROPOSAL CHECKLIST

- Attachment A – Intent to apply (not included with proposal) **Due Date:** March 13, 2024. Email submitted to bvcs.eci.director@gmail.com. A reply email will indicate the Intent to Apply was received, or mail to PO Box 174, Breda, IA 51436
- Request for Proposal **Due Date:** May 1, 2024, by Noon
- All requests for proposals shall be assembled in the order below.
- Attachment B - Proposal
- Attachment C - Budget (signed in blue ink)
- Attachment D – Project result matrix
- Attachment E –Assurances (signed in blue ink)
- Indirect Cost Rate Documentation (if applicable)
- Email proposal to bvcs.eci.director@gmail.com A reply will indicate the Proposal was received.
- Send one signed and dated proposal to: All signatures should be in blue ink.
 BVCS Early Childhood Iowa | PO Box 174 | Breda, IA 51436
- Insurance Coverage Documentation will be submitted when the contract is awarded.

BVCS Early Childhood Iowa RFP - Scoring Sheet

Proposal Overview

Proposal Name _____

Proposal Narrative (*3 is outstanding, 2 is acceptable, 1 is minimal*)

1. The proposal clearly describes the organizational purpose, mission, and the capacity to deliver the project.
3 2 1
2. The proposal clearly describes background information of the project.
3 2 1
3. The proposal clearly identified the alignment to the BVCS Early Childhood Iowa Community Plan 2025-2028.
3 2 1
4. The proposal clearly identified the potential leverage and impact. (number served, county or counties, action steps, timeline, projected population).
3 2 1
The proposal articulates evidence for the project based on the model along with the quality assurances and monitoring standards that are embedded in the program/model.
3 2 1
5. The proposal clearly described marketing and outreach efforts to engage the targeted population.
3 2 1
6. The proposal clearly described the process for measuring outcomes
3 2 1
7. The proposal describes relationships with community partnerships, collaborations, and any public/private partnerships.
3 2 1
8. The project fees/budget clearly identified justification for items included.
3 2 1
9. The budget document was clear, concise, and related to the justification provided.
3 2 1
Budget columns added correctly
3 2 1

Rational and Subjectivity

Applicant shows evidence of meeting standards in building a comprehensive early childhood system within the ECI Area
3 2 1

- The proposal is clear, logical, and concise. Yes No
- The proposal aligns with the goals of the BVCS ECI Board as identified in the community plan. Yes No
- The program is evidence-based. Yes No

<i>Board Use Only</i>		
The proposal meets all technical requirements. <input type="checkbox"/> Yes <input type="checkbox"/> No	Reviewer initials:	
Maximum points to award are 36	Total points awarded	
Reviewer comments:		