



EARLY CHILDHOOD IOWA MUSCATINE COUNTY

Fiscal Year 2025 Request for Proposal Requirements and Instructions

The Early Childhood Iowa Muscatine County Board requests proposals without knowledge of actual funding amounts available. Requests will be considered based upon actual funding amounts as determined by the legislature.

The following are the Vision and Mission statements adopted by the Early Childhood Iowa Muscatine County Board:

Vision: *Every Child in Muscatine County, beginning at birth, will be healthy and realize their full potential.*

Mission: *ECIMC is a community group promoting the well-being and healthy development of Muscatine County children ages 0-5 by optimizing strengths and eliminating barriers for children and their families.*

The Early Childhood Iowa Muscatine County (ECIMC) [Community Plan](#) Priorities, Strategies, and Indicators are as follows and are in alignment with the Early Childhood Iowa's Result Areas.

Children Safer

- **Priority 1: Quality childcare will be accessible to all families** (ECIRA: Secure and Nurturing Learning Environments; Safe and Supportive Communities)
 - **Goal:** To increase the number of QRS sites
 - **Strategy 1:** To promote quality improvement programs (QRS and QPPS) to assure children are in quality preschool and childcare environments
 - **Indicators:** Number of homes and centers participating in quality programs
 - **Goal :** Increase awareness of QRS and the importance and impact of quality care on long term learning and development
 - **Strategy 1:** Engage in community opportunities to educate families, caregivers, providers and community partners
 - **Indicators:** Number of contacts to community
 - **Goal:** Increase the number of childcare slots available to families in Muscatine.
 - **Strategy 1:** Engage community business leaders to have conversations regarding childcare in Muscatine County.
 - **Indicators:** Number of providers in the county Number of slots open in quality programs, number of inquiries to CCRR to learn more about becoming a provider

Parenting Easier

- **Priority 2: Healthy Children** (ECIRA: Healthy Children)
 - **Goal A:** To increase the number of children screened for vision, dental, hearing and other early detection services.
 - **Strategy 1: To support programs that provide early screening services**
 - **Indicators: # and % of children screened and number of children referred for additional services**
 - **Goal B:** To increase the number of children screened for developmental and social/emotional delays
 - **Strategy 2:** To support programs that screen or connect children and families to wellness services to include mental health
 - **Indicators:** % of children ages 0-4 receiving WIC, % of live births where mother began prenatal care during the first trimester of pregnancy. Coordinated intake referrals and ASQ-SE follow up referrals completed.
- **Priority 3: Parenting Support** (ECIRA: Secure and Nurturing Families)
 - **Goal:** To increase the number of families connecting with parenting programs.
 - **Strategy:** To support evidence-based in home visitation programs and community groups building parenting connections.
 - **Strategy:** To participate in community conversations regarding child abuse prevention efforts.
 - **Indicators:** Child Abuse Rates, Number of Diaper Bank Families Served, Parent Child Interaction Tools (PICCALO, HOME, etc)

Learning Happening

- **Priority 4: Children in Muscatine County will be school ready** (ECIRA: Children Ready to Succeed in School)
 - **Goal A:** Preschool aged children will have access to accredited or quality rated preschool programs;
 - **Goal B:** Increase the 3 and 4 year old preschool enrollment. (ECIRA: Children Ready to Succeed in School)
 - **Strategy 1:** Provide tuition assistance for low income 3, 4 and 5 year olds to participate in quality preschool programs.



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- **Strategy 2:** Support transportation assistance for children to participate in quality preschool
- **Indicators:** District Enrollment Data, Number/Percent of Programs participating in preschool scholarships, Number/Percent of Children participating in preschool/transportation scholarships
- **Goal C: To increase the percentage of children with Kindergarten readiness skills**
 - **Strategy 1:** To support Early Language and Literacy programs
 - **Strategy 2:** Promote literacy and language opportunities and access for 0-5 year olds.
 - **Indicators:** Number of Participants enrolled in LENA, Number of participants enrolled in Imagination library, Fall FAST score data

What is Early Childhood Iowa?

Early Childhood Iowa, formerly known as Community Empowerment, was established by Iowa State Legislation during the 1998 session in an effort to create a partnership between communities and state government with an emphasis to improve the well-being of families with young children. Early Childhood Iowa works to empower individuals and their communities to improve the quality of life for children prenatal-5 and their families. In legislative session 2010, the name of Community Empowerment was changed to reflect the good work it does. It is now known as Early Childhood Iowa (ECI).

Achieving Results

Every community in Iowa is charged with developing the capacity and commitment to:

- Healthy Children
- Children Ready to Succeed in School
- Safe and Supportive Communities
- Secure and Nurturing Families
- Secure and Nurturing Child Care Environments

Early Childhood Iowa Funds Information

Use of ECIMC funds are controlled by state and federal regulations. The goals and priorities are laid out in the ECIMC Community Plan (<http://www.ecimc.org/communityplan>).

Programs will be funded using Early Childhood and School Ready dollars as allocated by state legislation. All funding parameters and limitations are set by the ECI State Board. Decisions concerning which programs will be funded are at the discretion of the local board. The basic funding parameters are listed in the following web links.

See <https://hhs.iowa.gov/programs/programs-and-services/eci> for more detailed information about ECI funding parameters and limitations for Early Childhood and School Ready funding. Refer to Tool G.

Please refer to <https://earlychildhood.iowa.gov/document/statewide-performance-measures-current-july-1-2023-versions> for statewide expected performance measures from each program that will be funded with ECI state funds. These measurements include inputs, outputs, quality/efficiency, and outcomes for indirect and direct funded programs. Outcomes listed in the document may assist applicants in identifying whether their program request is indirect or direct services according to ECI. All programs will be required to report these outcomes to the ECIMC Board on a midyear and annual basis.



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REQUIREMENTS:

1. **Eligible applicants:** Individuals or agencies engaged in activities that support children prenatal to age 5 and their families who reside in Muscatine County. Public and private school district applicants must have their principal administrative office located in Muscatine County.
2. **Multiple Programs:** Applications must be completed separately for each project request.
3. **Digital Applications** must be **received** no later than **4:00 p.m. on May 14, 2024**. Applications received after this deadline will be rejected and returned to the applicant.
4. **Applications, file uploads and signatures** must be submitted electronically via JotForm:
<https://form.jotform.com/241062335045143>
5. **Tentative Funding Timeline –**
Tuesday April 16, 2024 – Applications Released
Tuesday, May 14, 2024 by 4:00 PM – Digital applications, file uploads and signatures submitted via JotForm.
Tuesday, May 21, 2024 – Board meeting to determine application funding.
Friday, May 24, 2024 – Notice of intent to fund, electronically delivered to all applicants.
Wednesday, June 12, 2024 – Contracts emailed to programs.

The Early Childhood Iowa Muscatine County Board has the right to alter the tentative funding timeline if needed.

6. **Contingent on funding:** This funding offer is being made contingent upon receipt of funding from the State of Iowa by the Early Childhood Iowa Muscatine County Board. Approval of applications will also be contingent upon the level of funding allocated to the Early Childhood Iowa Muscatine County Board by the State of Iowa.
7. **Evaluation criteria:** Applications will be assessed on how they contribute to the board's priorities and funds available utilizing the scoring tool within the application.
8. **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.
9. **Background Checks:** Applicant organizations are required to certify that all personnel providing direct services to children have background checks that at minimum meet standards required for Department of Human Services's child care licensure/registration which include a criminal and child abuse record check which are updated every two years. Refer to the following link from the State of Iowa Department of Health and Human Services:
<https://hhs.iowa.gov/childcare/provider-record-checks>
10. **Request for Child Abuse Information:** Applicants will provide a copy, at the time of application, of their organization's policy concerning child abuse record checks or any other proof that demonstrates all employees receive a child abuse record check prior to working with children. This should be submitted as an attachment.
11. **Contract requirement:** Applicant organizations for which full or partial funding are approved will be required to sign a contract for services with the board before receiving any funds. The submitted application and budget will be part of the contract agreement.
12. **Annual requirements:** Applicant organizations for which full or partial funding are approved will be responsible for completing annual reports, updated budgets, goals and supporting documents in order to continue funding during our three-year term.
13. **Program reimbursement:** Applicant organizations for which full or partial funding are approved will be reimbursed monthly, unless otherwise notified, based on documented claims not to exceed a percentage as detailed in each contract. Exceptions will require documentation and approval of board.
14. **Reporting requirements:** Applicant organizations for which full or partial funding are approved will be required to provide, at a minimum, a midyear and annual report to the board concerning the funded program or services utilizing the board approved matrix.
15. **Insurance requirements:** The ECIMC Board requires that all contractors, during the period of their contract, have and maintain a minimum of \$500,000 of professional/general liability insurance, \$1,000,000 of General Liability, \$1,000,000 of Automobile Liability (including any auto, hired autos and non-owned autos), \$1,000,000 of Excess Liability (with third party liability)



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endorsement) and Workers' Compensation as required by Iowa Law.

16. **Insurance certificate required:** Contractors are required to provide a certificate of proof of insurance for at least the minimum requirements at the time of the application to the ECIMC Board. This should be submitted as an attachment.
17. All applicant organizations for which full or partial funding are approved will be required to acknowledge they receive funding from Early Childhood Iowa Muscatine County in the release of all new publications and websites.
18. All accepted applications become the property of the Early Childhood Iowa Muscatine County Board and will not be returned.
19. **Application Checklist:** An application checklist is located on the next page of this document. The checklist outlines the requirements and expectations of each application section. It is recommended that all applicants use the checklist when completing the application. The checklist a tool for the applicant to use and should not be submitted with the application.
20. **Budget required:** Each application must include **a complete itemized budget** for the project for which funds are being requested, using this [template](#). Applicants unable to access the template form via this link should contact the ECI Director to request a template via email. Applicants must provide detail of expenses as outlined in the budget form and checklist.
21. **Board right to reject.** The board reserves the right to reject all or part of any or all application(s).
22. **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.
23. **Appeal:** You have the right to appeal board decisions. Appeal Procedure 5.3 can be located on our website or by clicking on the following direct link: <https://www.ecimc.org/policyandprocedure>
All appeals must be delivered to:
Early Childhood Iowa Muscatine County
P.O. Box 672
Muscatine, IA 52761
24. **Questions:** Requests for technical assistance on your application can be made to the ECIMC Director at 319-931-6162 or e-mail ecimuscatinecounty@gmail.com



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Fiscal Year 2025 Application Checklist

- A. Budget:** Complete and submit the separate [Excel document](#), Fiscal Year 2025 Budget Request Form; detail expenses and answer these questions in the Budget Narrative.
- Is the **Program Budget Request Form** filled out entirely, correctly and attached to this application?
 - If the program is requesting a significant increase or decrease in FY25 than from previous years, is an explanation provided?
 - Has the operating budget been identified for the **program** (not the agency)? Have all funding sources other than Early Childhood Iowa (including in-kind) been identified?
 - Are the lump sum expenses identified in the Program Budget Request Form detailed within the narrative? Are they justified and reasonable to meet program goals?
 - Is the cost per child identified and reasonable for the requested ECIMC funds **and** the total project cost?
- B. Goals, Outputs, Outcomes & Measurement Tools:** Do the goals, outputs, outcomes, and measurement tools indicated in your application reflect the statewide performance measures for the program type (<https://hhs.iowa.gov/media/9344/download?inline=>)
- **Goals:** A broad statement of what you wish to accomplish. A goal is the **ultimate** impact or outcome that you hope to bring about across time. Are the goals of the program clearly identified and are they measurable? Are the goals of the program clearly linked to the Statement of Need and ECIMC Priorities?
 - **Outputs (Actions):** The specific steps and actions taken toward achieving the goal. Outputs are precise, tangible, and measurable. Outputs answer the question: "What steps or actions do you intend to take to work towards accomplishing each goal?" Have outputs/actions been identified and described? Have the number of families and children served, visits completed, trainings offered, etc. been included?
 - **Outcomes (Results):** An outcome is the actual result or consequence that will be achieved. Have the improvements or positive change that are the direct result of the outputs been identified? Do the identified outcomes address at least one of ECIMC's priorities?
 - **Measurement Tools:** Has it been identified how the program will document or measure the evidence of meeting or achieving the identified outputs and outcomes (ex. tracking tools, database record systems, registrations, sign-in logs, pre/post surveys, etc.)?
- C. General Requirements:**
- **Signature requirements:** Applications must be signed and dated by the agency's authorized person.
 - **Request for Child Abuse Information:** Uploaded a copy of their organization's policy concerning child abuse record checks and/or any other proof that demonstrates all employees receive a child abuse record check prior to working with children. This should be submitted as an attachment.
 - **Insurance certificate required:** Provided as an attachment a certificate of proof of insurance for at least the minimum requirements at the time of the application to the ECIMC Board. The ECIMC Board requires that all contractors, during the period of their contract, have and maintain a minimum of \$500,000 of professional/general liability insurance, \$1,000,000 of General Liability, \$1,000,000 of Automobile Liability (including any auto, hired autos and non-owned autos), \$1,000,000 of Excess Liability (with third party liability endorsement) and Workers' Compensation as required by Iowa Law.
 - **Uploaded proof of Indirect Cost Rate (ICR)** as verified by the organization's annual audit if Budget Request includes ICR.