

**Building Direction for Families, Inc.
Buchanan, Delaware & Fayette Community Empowerment Area
Request for Proposals
FY10**

The Building Direction for Families Decat/Empowerment Board (BDF) is requesting application for FY10 funding based on this Request for Proposals.

The Building Direction for Families vision is: “Families are at the heart of our communities. We envision families growing and prospering in communities that promote family self-esteem, self-sufficiency, and self-determination.” The mission: “Every child, beginning at birth through age 18, will be healthy and successful.”

Results and Priorities

According to empowerment legislation, every community in Iowa will develop the capacity and commitment for achieving the following results. The BDF board has adopted local indicators to measure results, for children from birth to age five:

Result Area	Local Indicators
Healthy children	Number of low birth weight babies, Dental screen by school entry
Children ready to succeed in school	Percent of kindergartners with pre-literacy skills as measured by the Dynamic Indicators of Early Literacy Skills (DIBELS) or other approved measurement
Safe and supportive communities	Number of juvenile arrests, unemployment rate
Secure and nurturing families	Incidence of child abuse, Number of births to mothers under 20, Number of children in foster care
Secure and nurturing childcare environments	Number of potential slots/spaces available for children in home and center based childcare environments that participate in a quality standards based program (i.e., Iowa’s Quality Rating System) and meeting Iowa childcare Registration standards.
Children in quality Preschool Settings	Percent of preschool aged children who have participated in a preschool program that is NAEYC accredited and/or meets Head Start program performance standards or meets a comparable set of standards.

Funding

Empowerment funding is available to community empowerment areas in two distinct “pots”, one being Early Childhood (TANF) and the other School Ready. Early Childhood funding is intended to enhance quality childcare in support of a parent’s capability to obtain or retain

employment. The intent of School Ready dollars is to assist families in providing for the “whole child,” birth to five, to be developmentally ready so that the child will succeed when entering school. Please note that exact “carve out” requirements and total funding available to community empowerment are legislatively controlled and are not known at this time. While we anticipate funding levels to remain stable, no firm funding decisions for FY10 can be made until the budgets and associated requirements are received from the State Office of Empowerment. All indications from the State Office of Empowerment are that funding levels should remain constant. Final notification of our allocation will not come until after the close of the legislative session. If budgets need to be amended, based on the BDF allocation, all applicants will be given the same amount of time to resubmit a budget.

General Information for Your Proposal:

Your proposal MUST fit at least one of the Building Direction for Families Board funding priorities for FY10 or one of the legislated carve-outs.

School Ready legislated carve-outs:

- Preschool support for low income families (see Tool CC (A) and (B))
- Family support and parent education services for children prenatal to age 3, with a home visitation component (these programs must be able to report to the performance measure on Tool FF).
- Family support and parent education services for children prenatal to age 5 (these programs must be able to report to the performance measure on Tool FF and FF(A))
- Funds to support quality improvement efforts (see Tool II)

FY10 Board priorities:

Early care and education:

- Access to quality child care
- Access to quality preschool
- Supporting early care and education providers through training and assistance to achieve quality
- Emergency & Crisis child care

Education for parents

- Parent education (prenatal and up) on developmental expectations, nutrition, health needs, about quality early care and education

Health related

- Prenatal care / teen prenatal care / prenatal education
- Immunizations
- Mental health services for children
- Dental care

Other

- Prevention of child abuse
- Need for programs for at-risk youth as well as youth coming out of the Juvenile Court System
- Transportation (getting children to services, to school)
- Interpreter services for growing Hispanic population

Proposal Process and Timeline

Monday, May 18, 2009

Request for Proposal available for distribution

Monday, June 10, 2009

4:00 p.m. – Proposals due to the BDF Project Coordinator

Erin Monaghan

105 2nd Ave. NE

Independence, IA 50644

June 16, 2009

BDF Advisory Council will meet, review proposals, and make a recommendation that will be presented at the June 23rd board meeting.

Tuesday, June 23rd, 2009

The BDF Advisory Council will present recommendations to the BDF Board for Board approval. After the Board Meeting, all applicants will receive notification of the status of their proposal.

How to Submit a Proposal

The deadline for submission is 4:00 p.m. June 10, 2009. Proposals must be mailed or hand-delivered by or before the due date to the Building Direction for Families office. No fax or electronically transmitted applications will be accepted. **An original application and ten (10) copies must be submitted by the deadline. Only the copies may be done back-to-back.** All proposals become property of Building Direction for Families and will not be returned.

Proposal Requirements/Contents

- Please use the proposal format provided.
- Proposals must be in 12 point Times New Roman font with a one-inch margin. Please use page numbers in the footer.
- The proposal narrative shall be no longer than seven (7) pages, plus no more than two (2) pages for the budget and budget narrative.
- Do not use acronyms in your proposal without explanation.
- Points are assigned to each area of the proposal. See application.
- Budget: Please refer to Tool G for Empowerment Funding Parameters for both Early Childhood and School Ready funds. All budget items must be explained in the budget narrative.

Other documents to reference:

The following State Office of Empowerment Tools should be consulted and can be downloaded from the website at: http://www.empowerment.state.ia.us/tool_kit_tools.html

- Tool G: Empowerment Funding Parameters
- Tool J: Common Results and Language Framework
- Tool CC(A): School Ready Funds Preschool Programming Support for Low-Income Families

- Tool CC(B): School Ready Funds Preschool Programming Support for Low-Income Families Performance Measures Data
- Tool FF and FF(A): School Ready Funds to Support Family Support and Parent Education
- Tool II: Efforts to Improve the Quality of Early Care, Health, and Education Programs

Also, please refer to the 2010 Empowerment Annual Report Shell

(http://www.empowerment.state.ia.us/annual_report_shells.html) for the types of information that is requested of the empowerment area to report and will in turn be asked of all contractors. When contracts are issued, they will include a template of the format used by the state for reporting results.

Review of Proposals

The BDF Advisory Council will review all proposals. Funding decisions will be made based on the number of proposals received, how the proposal meets one of the board's priorities or a legislated carve-out, in addition to how well the proposal is written. A program's past performance may also be taken into consideration. Points are awarded as per the application. The BDF Board makes final approval on funding.

Questions Regarding the RFP

All questions are to be referred to:

Erin Monaghan, Project Coordinator
105 2nd Ave NE
Independence, IA 50644
319-334-5105

Board members are not designated to answer questions regarding this or any RFP.

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 Board's decision. Appeals should be in writing and filed with the BDF Project Coordinator within ten working days of the date of written notification of funding decisions to the applicant. It is the responsibility of the applicant to assure appeals are postmarked on or before the tenth working day of the appeals process. Appeals postmarked after the tenth day will not be reviewed.

All appeals shall be mailed to the office of the BDF Project Coordinator.

- All appeals shall clearly state how BDF Empowerment failed in following the rules of the grant process as governed by the policies and procedures outlined in the application material provided to all applicants. The request must also describe the remedy sought.
- An independent committee will review the appeal and gather information regarding any infractions of the process.
- The committee will make a report and a recommendation to the BDF Board at the next regularly scheduled meeting.

- The BDF Board will determine if there has been a violation of the process and rule on the appeal.

Length of Commitment

Contracts for new services / programs and contract renewals and amendments will be written for a one-year term. New contracts committed for FY10 may be renewed for up to three one-year terms. This renewal commitment is not automatic. Subsequent agreements will be contingent upon the Advisory Council's recommendation of any future proposals and subsequent action of the Board.

**Building Direction for Families, Inc. Community Empowerment Area
FY10 Proposal for Funding**

Contact Person: _____

Agency: _____

Mailing address: _____

Email: _____

Phone: _____ Fax: _____

Project Director: _____

Name of Project: _____

Please Mark Funding Source: _____ School Ready _____ Early Childhood (TANF) _____

Did this same project receive BDF funding in FY09? (yes or no) _____ If yes, what amount? _____

1. Proposal Description and Statement of Purpose (25 points)

Statement of Purpose:

The purpose of (strategy): _____

Is to provide (activity or service): _____

To or for (customer/stakeholders): _____

So they can/in order to)outcome/planned benefits): _____

For example,

The purpose of: Quality Childcare

Is to provide/produce: Identify features of quality childcare for families, community and providers. Provide technical assistance and professional development opportunities for childcare providers.

To/For: Childcare providers and families

So they can (in order to): So that families can experience quality childcare in a safe and nurturing environment and childcare providers can develop professionally, offer quality care and have a sustainable career.

Describe project in sufficient detail for understanding by someone unfamiliar with the project. Explain which BDF priorities your proposal meets and how the proposed project fits within a result area(s) and local indicator(s). If the program is preventative in nature, please describe how.

2. Community Need

Explain how this program is consistent with needs identified in the BDF Community Plan. What research supports the need and/or success of this program. Will this program impact core child welfare services? If so, how? How is this program complimentary to existing services and not duplication? The BDF Community Plan is accessible at www.bdfempowerment.org.

3. Collaboration Efforts (15 points)

Identify collaborations, including in-kind contributions, and how these relationships have helped make your projects successful. Include any duplication of efforts.

4. Audience (5 points)

- a. Describe population served
- b. Counties served
- c. Anticipated number of children/families served
- d. Frequency of service(s)

5. Answer (a) if you **do not currently receive BDF empowerment funds for this program/project. Answer (b) if you **do** currently receive BDF empowerment funds for this program/project.**

(a) Organizational Experience (15 points) and Implementation (5 points)

Experience: Include in your narrative projects that have been successfully completed.

Identify staff who will be working with the project and list their qualifications.

Implementation: How long will it take to put your program in place? Will training be required of staff before the start?

(b) Summary of FY09 results/outcomes (20 points)

Based on FY09 3rd quarter information, explain how you are meeting the results/outcomes as written in your FY09 contract and proposal.

6. Result Measurements (15 points)

(a) Identify 2-3 outcomes you seek to achieve in FY10. Refer to Iowa Empowerment Tools as appropriate for program specific measures that need to be reported to the state empowerment office.

http://www.empowerment.state.ia.us/tool_kit_tools.html **(10 points)**

(b). Explain how you intend to measure the success of your program **(5 points)**

7.. Publication of Program (5 points)

Explain how you will notify your service area of the services you provide and how members may become involved in your program. Is the agency/program listed on the appropriate 211 database(s)? If yes, when did you last review / update your 211 listing? Include in your narrative how you intend to recognize Building Direction for Families in your publicity.

8. Budget and Budget Narrative (15 points)

Budget Item	Amount	%	In-kind
Staff (number, hours worked)			
Benefits			
Travel (<i>BDF will only reimburse at 0.39 per mile</i>)			
Training			
Postage			
Supplies			
Contract Services			
Indirect Costs*			
Total		100 %	

Provide a narrative for **each** line item. Explain the in-kind support received (in-kind is defined as contributions of goods and services or volunteer hours that support the program).

*Indirect costs relate to central management and administrative functions that are necessary and beneficial to all programs administered by the organization.