Johnson County Empowerment/ Early Childhood Iowa

Request for Proposals Packet
Child Care Consultation Services to Immigrant and
Refugee In-home Child Care Providers
Funding for January 1, 2023-June 30, 2023

Due October 28, 2022 4:00 pm CST

Issued: October 7. 2022
Contact: Sam Turnbull
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JOHNSON COUNTY EMPOWERMENT/EARLY CHILDHOOD IOWA AREA FY 2023 to Increase Immigrant/Refugee Owned/Operated Child Care Homes

OVERVIEW

This Request for Proposals (RFP) represents an effort by the Johnson County Empowerment/Early Childhood Iowa Area Board to provide funding for specific programs, services, and projects, which will increase immigrant and refugee owned/operated child care homes in Johnson County. The purpose of this funding is to promote secure and nurturing early education environments, healthy children, and school readiness in Johnson County children age 0 through 5. All funding requests must fit within the Technical Assistance: Consultant, Mentoring, Coaching service type listed in Early Childhood Iowa Tool O (appendix 2) and address the Johnson County Empowerment/Early Childhood Iowa Area Board identified Results Area of Secure and Nurturing Early Education Environments and Priority of Increasing the accessibility and availability of quality early education. Funds are for the period of January 1, 2023 through June 30, 2023 and are eligible for renewal.

A total of up to \$5,000 is available through this RFP. The Johnson County Empowerment/ECIA Board reserves the right to withdraw or alter this request for proposals and/or subsequent contracts at any time and for any reason, including official action affecting funding of the Early Childhood Iowa (ECI) Initiative.

CONTACT INFORMATION

Direct all questions about this RFP in **writing**, to Sam Turnbull at 855 S. Dubuque Street, Suite 202B, Iowa City, IA 52240 or empower@johnsoncountyiowa.gov. All questions and answers will be posted online at

 $\frac{https://docs.google.com/document/d/1VH4xJD8YSFKfxOIbhJ8iolEbq10p7Tkdvs8n-Sc2ue0/edit?usp=sharing}{}$

FUNDING SERVICE OBJECTIVES

- Provide linguistically and culturally competent child care consultation services to immigrant and refugee individuals wishing to become a Registered Child Development Home or Child Care Home provider
- Increase participation in IQ4K system among immigrant and refugee owned/operated Registered Child Development Homes.
- Increase number of child care slots available to children receiving Child Care Assistance in Registered Child Development Homes and Child Care Homes owned/operated by immigrant and refugee individuals.
- Facilitate successful completion of Child Care Essentials, mandatory reporter, First Aid/CPR training for individuals who are Dual Language Learners in languages other than English
- Work with providers on meeting DHS safety requirements.
- Facilitate participating program enrolling in the Child and Adult Food Care Program.
- Provide templates for enrollment process, family handbooks, and contracts
- Assist providers participation in ChildNet and required trainings in native languages

PROGRAM REQUIREMENTS

- Collaborate with Child Care Resource & Referral (CCR&R) to avoid duplication of services and streamline services
- Provide services to individuals in their native language

RFP TIMELINE

October 7, 2022

RFP Issued to the public. Application materials available online at www.jcempowerment.com. and https://www.johnsoncountyiowa.gov/bids-and-proposals Application materials may also be requested by phone, email, or letter by contacting Sam Turnbull Johnson County Empowerment/ECIA at 855 S. Dubuque St.; Suite 202B, Iowa City, IA 52240; phone: 319-356-6090; email: empower@johnsoncountyiowa.gov

October 24, 2022 at 4pm

Last day to submit questions. Direct all questions about this RFP in **writing**, to Sam Turnbull at 855 S. Dubuque Street, Suite 202B, Iowa City, IA 52240 or empower@johnsoncountyiowa.gov. All questions and answers will be posted online at https://docs.google.com/document/d/1VH4xJD8YSFKfxOIbhJ8iolEbq10p7Tkdvs8n-Sc2ue0/edit?usp=sharing

October 28, 2022 at 4pm

Proposals due Email an electronic copy of the proposal (empower@johnsoncountyiowa.gov). Proposals received after the deadline will not be considered for funding.

December 1, 2022

Preliminary funding decisions by Johnson County Empowerment/Early Childhood Iowa Area Board.

January 1, 2023

Contract period begins

APPLICATION REQUIREMENTS

How to Submit an Application

Applicants must use the provided application and budget forms. Applications are due in electronic format by 4pm on October 28, 2022.

Email electronic copies to empower@johnsoncountyiowa.gov

How Applicants are Selected for Funding

Each application will be reviewed by members of the Johnson County Empowerment/ECIA Board/subcommittee. Evaluations are based upon the funding service objectives identified on page 2 of this RFP. The Empowerment/ECIA Board will make funding decisions based on subcommittee recommendations and full board discussion. Applicants may be required to respond to clarification questions concerning their proposal during the proposal review process. It is anticipated funding award decisions will be made during the December 1, 2022, Empowerment/ECIA Board meeting. Board members will use scoring sheets (appendix 1) for application scoring purposes.

Award Process

Each proposal will be evaluated based on how well it addresses a local need, addresses identified results and priorities, utilizes identified strategies, and can impact local indicators. All successful proposals will incorporate identified service parameters, requirements, and expectations. Members of the Johnson County Empowerment/ECIA Board/subcommittee will review proposals and score using scoring sheets (appendix 1). The Johnson County Empowerment/ECIA Board reserves the right to select the provider(s) that will best meet the service objectives, not necessarily at the lowest cost. The Johnson County Empowerment/ECIA Board reserves the right to negotiate program details with applicants.

FUNDING

- Funding may not be used to supplant existing funding.
- If funding is to be used as a match for other grant funds, Empowerment/ECIA must first be notified of this intent.
- Preference may be given to organizations or programs that have diversified or other funding resources.

GENERAL EXPECTATIONS

- Programs will serve Johnson County providers that serve children age 0 through 5 years and/or serve the early education providers that serve those families.
- Contractor must be willing to work in a collaborative relationship with the Early Childhood Coordinator, the Johnson County Empowerment/Early Childhood Iowa Area Board, and other Johnson County service providers.
- Providers must be aware of and comply with federal and state laws regarding confidentiality and non-discrimination.

Unallowable expenses

- Permanent Structures (construction or purchase)
- Structural improvements to buildings
- Vehicles (purchase)
- Endowments
- Cost to conduct fundraising
- Discretionary funding
- Supplanting existing federal, state funding
- Goods or services that could be reimbursed by another vendor (example: child care assistance, Medicaid reimbursement)

For additional information and definitions, see the Early Childhood Iowa website at https://earlychildhood.iowa.gov

CONTRACT ADMINISTRATION:

- Preliminary funding decisions are expected to be made by the Empowerment/ECIA Board by **December 1, 2022**. Applicants may be asked to make a short presentation to the Board.
- All applicants will be notified in writing of funding decisions.
- Applicants who are denied funding may appeal to the Johnson County Empowerment/ECIA Board. Appeals must be made in writing and be received by the Early Childhood Coordinator within five (5) working days of receipt of the selection decision letter. Appeals must be based on a contention that the process violated state or federal law, that policies or rules did not provide adequate public notice, or involved a conflict of interest by staff or review team members. The Empowerment/ECIA Board will review the appeal and mail a notice of its decision to the appellant within five (5) working days of the review.
- All contractors are required to report program-specific state required performance measures accurately for all funded services. <u>See Early Childhood Iowa Statewide Performance</u>
 <u>Measures and Outcome Measures Tool O (Appendix 2)</u>
- All contractors will be required to submit progress reports and a final outcome report at the end of the funding period.
- Funding recipients will be responsible for submitting progress and expenditure reports to the Early Childhood Coordinator of the Johnson County Empowerment/Early Childhood Iowa Area, in accordance with state requirements and in a format which will be provided.

Direct questions about this Request for Proposals in writing to Sam Turnbull at 855 S. Dubuque Street, Suite 202B, Iowa City, IA 52240 or empower@johnsoncountyiowa.gov

Attachments/Appendices to this RFP

Funding Application (fillable PDF)

Budget worksheet (excel spreadsheet)

Appendix 1 – Scoring Sheet and Review Matrix

Appendix 2 - Early Childhood Iowa ECI Statewide Performance Measures Tool O

Johnson County Empowerment/Early Childhood Iowa Area Board Funding Application **DUE: 10/28/22**

*Limit response to space provided	
Cover Page (4pts)	
Provider/Agency Name	
Address	
Contact Person 1	Contact Person 2
Email	Email
Phone	Phone
Proposed Program Name	
Total Amount Requested	
Provider Qualifications (20pts)	
Provider/Agencies background and experience in providing qualified to provide service?	g this service. Why is agency uniquely
Brief job descriptions/qualifications of key staff (full job descriptions)	escriptions can be attached)

Program Description (48pts)

Program purpose, services and activities

Program Evaluation (20pts)

Baseline Data-

- # of Johnson County in-home programs meeting a quality initiative (QRS 3-5 or IQ4K 1-5)
- # of Johnson County Registered Child Development Homes
- # of Johnson County Child Care Homes

Goals of program- goals for proposed program between January 1, 2023 and June 30, 2023. These will be the performance measures reported on quarterly reports.

- # of visits by a consultant
- # of programs served
- # of programs served meeting a quality initiative (QRS 3-5 or IQ4K 1-5)
- # of programs that set a goal
- # of programs served that meet the goals set
- # of programs served that became DHS Registered Child Development Homes
- # of programs served that became Child Care Homes
- # of programs served that enrolled children receiving child care assistance
- # of programs that complete Essentials
- •# of programs that complete Essentials in their native language

Budget (16pts) *complete attached excel budget sheet January 1, 2023 and June 30, 2023 Budget Narrative-Use this space to explain details of the budget (have other revenue sources been secured including in kind donations, how would JCE/ECIA funding fit in with the other funding sources? Administrative costs are limited to 8% of total direct expenditure request. I understand that grant payments will be processed only after submission of an invoice and supporting documentation. Yes No Our program has sufficient cash flow to operate with delayed payments.

Yes

No

JCE/ECIA FY23 Targeted RFP Scoring Sheet *see scoring matrix for details

Reviewer Initials	Program	Program Name		
Cover Page				
Does not meet expectation	ns	Acceptable		Excellent
0	1	2	3	4
Comments	We	eak	Good	
Provider Qualifications				
Does not meet expectation	ns	Acceptable		Excellent
0	5	10	15	20
Comments	We	eak	Good	
Program Description				
Does not meet expectation	ns	Acceptable		Excellent
0	12	24	36	48
Comments	We	eak	Good	
Program Evaluation				
Does not meet expectation	ns	Acceptable		Excellent
0	5	10	15	20
Comments	We	eak	Good	
Budget				
Does not meet expectation	ns A	Acceptable		Excellent
0 4		8	12	16
Comments Weak			Good	
Priority Rating *see scoring ma	Priority Rating *see scoring matrix for definitions			/108

Scoring Matrix

These are items to consider when determining a points total for each section, but are not all inclusive and not all items apply to all programs. **Bold items are of greatest importance.**

Section	Points	Scorers should look for:
Cover Page	4	Cover page is complete
Provider Qualifications	20	 Program has a background in successfully providing this or a closely related service. Qualifications or job descriptions for key staff are included.
Program Description	48	 Specific grant activities are described including number of events, frequency etc. Collaborations with other providers are described and roles/responsibilities identified. Target audience/eligibility criteria are identified. Identifies specific numbers of children and families to be served. How do services address the identified results area? How do services impact the identified priorities? How will the program (indirectly) impact a local indicator? Is program built upon research-based practices. Is program creative, customer-focused approach. Addresses barriers such as work schedules, transportation, rural access, English Language Learners etc. Identifies food, incentives, transportation, child care, and other expenses if applicable. Identifies how materials purchased relate to proposed services/activities if applicable.
Program Evaluation	20	 Describes a plan of evaluation. Outcomes are quantified with actual numbers. When available baseline data is given along with specific goals to be achieved.
Budget	16	 Budget form is complete, detailed, clear, reasonable and cost effective. Program uses multiple funding sources, description of how Empowerment funding fits with other funding sources. Explanations for budget items are detailed and clear Administrative costs are reasonable (not to exceed 8%)

FY23 RFP Priority Levels

Priority 1	Programs are those that clearly address a community plan priority and local indicator and address a priority area. Programs are exemplary programs (programs of independently verified high quality, current or former grantees without fiscal or performance measure compliance concerns) that have been successfully funded by Empowerment in the past or are considered essential Empowerment program types.
Priority 2	Programs are those that clearly address a community plan priority and local indicator and address a priority area. Priority 2 programs are important programs that may be promising new or existing programs.
Priority 3	Programs are those that address a community plan priority and local indicators but have areas of question. Priority 3 programs are new programs whose promise for success is unsure or existing programs that hold promise in spite of failing to meet stated goals or program procedures. Priority 3 programs are those that are recommended for funding if it is available, but not at the expense of other programs.
Priority 4	Programs are those that do not clearly address a community plan priority or local indicator, have not successfully achieved outcomes in the past, duplicate existing services, or for some reason do not show promise to be successful programs. Priority 4 programs are not recommended for Empowerment funding.



Early Childhood Iowa

ECI Statewide Performance Measures –

Effective July 1, 2021 **Tool O**

By Iowa Code, all ECI investments in programs and services are required to report data as defined by the ECI State Board. This tool outlines the required data items by service type.

Direct Service Types

Inputs: • Amount of funding per funding category • Additional funding and source Outputs: • # of children • # of car seats checked Quality/Efficiency: • Cost per child Outcomes: • % of car seats that were not installed properly and corrected	Inputs: Amount of funding per funding category Additional funding and source Outputs: # of children # of families Marital status of primary caregiver Household size Federal poverty level Education level of primary caregiver Race of child Ethnicity of child # of programs # of programs meeting a quality initiative Quality/Efficiency: Cost per child % of programs rating 3 or higher in the QRS syst or rating 1 or higher in the IQ4K system Outcomes: % of families with decreased stress % of families connected to additional concrete supports % of families participating in parent education opportunities	cem
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	Inquito		
Dental	Inputs: Amount of funding per funding category Additional funding and source Outputs: # of children Quality/Efficiency: % of children screened for caries % of children screened and referred for services/treatment Cost per child Outcomes: % of children referred for dental treatment that went to a dentist % of children who are cavity free	Early Care & Education Scholarships	Inputs: Amount of funding per funding category Additional funding and source Outputs: # of children Marital status of primary caregiver Household size Federal poverty level Education level of primary caregiver Race of child Ethnicity of child # of programs # of programs meeting a quality initiative Education level of lead teachers Quality/Efficiency: % of children screened with ASQ-3 % of children screened with ASQ-3 % of children screened with ASQ-3 and referred for follow up services/treatment % of children screened with ASQ:SE and referred for follow up services/treatment % of programs rating a 3 or higher in the QRS system or 1 or higher in the IQ4K system Outcomes: % of children demonstrating age appropriate skills as assessed by the ASQ-3 % of children demonstrating age appropriate skills as
Early Care & Education Supportive Services	 Inputs: Amount of funding per funding category Additional funding and source Outputs: # of children # of programs # of programs meeting a quality initiative Quality/Efficiency: % of children screened with ASQ-3 % of children screened with ASQ-3 % of children screened with ASQ-3 and referred for follow up services/treatment % of children screened with ASQ:SE and referred for follow up services/treatment Cost per child % of programs rating a 3 or higher in the QRS system or 1 or higher in the IQ4K system Outcomes: % of children demonstrating age appropriate skills as assessed by the ASQ-3 % of children demonstrating age appropriate skills as assessed by the ASQ:SE 	Health Services	Inputs: Amount of funding per funding category Additional funding and source Outputs: # of children Quality/Efficiency: % of children screened for: (list screening) % of children screened and referred for follow up services/treatment Cost per child Outcomes: % of children referred and received follow up services/treatment

	Inputs:		Inputs:
	Amount of funding per funding category		Amount of funding per funding category
	Additional funding and source		Additional funding and source
	Outputs:		Outputs:
	# of children		# of children
	# of families		# of mothers
	Quality/Efficiency:	F	# of families
	Cost per child Outcomes:	nata	Quality/Efficiency:
	% of families that report an increase in reading	osti	% of children screened for: (list screening)
Literacy	to their child each day	Prenatal/Postnatal	% of children screened and referred for follow up services/treatment
_	% of families that report an increase in talking with their child about new words in stories	nat	% of mothers screened for postpartum depression
	with their child about new words in stories	Pre	% of mothers screened and referred for follow up
		_	services/treatment
			Cost per family
			Outcomes
			% children referred and received follow up
			services/treatment
			% mothers referred and received follow up
	I have the		services/treatment
	Inputs:		
	Amount of funding per funding category		
<u> </u>	Additional funding and sourceOutputs:		
Transportation	1 · · ·		
ort	# of children# of days transportation provided		
sp	Quality/Efficiency:		
ra	Cost per child		
-	Outcome:		
	% of days children attended preschool and transportation provided		

Indirect Service Types

Business Investment Program(See Tool M; this is a program operated only by lowa Child Care Resource and Referral.

Inputs:

- Amount of funding per funding category
- Additional funding and source

Outputs:

- # of businesses that submitted an application
- # of businesses awarded a grant
- # of businesses participating in the QRS and IQ4K systems
- # of start-up businesses
- # of expansion businesses
- # of businesses participating in quality improvement activities

Quality/Efficiency:

- % of applications awarded
- % of businesses that received at least one incentive

Outcomes:

 % of businesses that submitted a reimbursement claim

Inputs:

- Amount of funding per funding category
- Additional funding and source

Outputs:

- # of visits
- # of programs
- # of programs participating in QRS and IQ4K rating systems
- # of special health care needs
- # of technical assistance contacts
- # of programs that improved health and safety conditions in their early learning environments
- # of Healthy Child Care Iowa DHS approved trainings provided by the CCNC
- # of participants attending HCCI trainings

Quality/Efficiency:

- Cost per program
- % of programs rating a 3 or higher in the QRS system or 1 or higher in the IQ4K system

Outcomes:

- % of special needs health care plans in place
- % of programs receiving CCNC services that improve health and safety conditions in their early learning environments
- % of participants that report increased knowledge as a result of HCCI trainings

Child Care Nurse Consultant (CCNC)

Coordinated Intake

Inputs:

- Amount of funding per funding category
- Additional funding and source

Outputs:

• # of family intakes processed

Quality/Efficiency:

- % of families referred to a program/service
- Cost per family

Outcomes:

- % of families referred that enrolled in a family support program
- % of families referred that did not enroll in a family support program

Inputs:

- Amount of funding per funding category
- Additional funding and source

Outputs:

- # of consultants
- # of hours of consultation services
- # of staff
- # of individual case consultation sessions
- # of group consultation sessions
- # of staff training sessions
- # of parent or community training sessions
- # of referrals to mental health-related services

Quality/Efficiency:

- % of staff reporting that the consultant makes time for them when they have a question or concern
- % of staff reporting that the consultant is knowledgeable about children's typical and atypical developmental progress
- % of consultants endorsed (or in the process of becoming endorsed) in lowa's Culturally Sensitive, Relationship-Focused Practice Promoting Infant Mental Health Endorsement

Outcomes:

- % of staff reporting an increase in competency and self-confidence in addressing children's social and emotional development
- % of staff reporting an increase in job satisfaction
- % of staff reporting that the consultant works as a partner to help meet children's needs
- % of staff retained in the program
- % of reduction in behavior incident reports (only applicable to classroom-based settings)

Infant and Early Childhood Mental Health Consultation

Mental Health Supports: Early Childhood-Positive Behavior Interventions and Supports (EC-PBIS)	Inputs: Amount of funding per funding category Additional funding and source Outputs: # of EC-PBIS trained coaches # of hours of EC-PBIS coaching # of staff # of programs # of behavior incident reports Quality/Efficiency: % of staff reporting that the coach makes time for them when they have a question or concern % of staff reporting that the coach is knowledgeable about children's typical and atypical developmental progress Cost per program Outcomes: % of staff reporting an increase in competency and self-confidence to support children with EC-PBIS supports/strategies	Professional Development - Conferences	Inputs: • Amount of funding per funding category • Additional funding and source Outputs: • # of participants • # of conferences • # of conferences by category Quality/Efficiency: • % of conferences by category Outcomes: None
Professional Development - Credit-bearing	Inputs:	Professional Development - Training	Inputs: Amount of funding per funding category Additional funding and source Outputs: # of trainings # of trainings in by category Quality/Efficiency: % of trainings by category Cost per training Outcomes: None
Public Awareness/Child Fairs	Inputs:	Quality Improvement for Early Learning	Inputs: • Amount of funding per funding category • Additional funding and source Outputs: • # programs • # of programs meeting a quality initiative Quality/Efficiency: • % of programs rating a 3 or higher in the QRS system or 1 or higher in the IQ4K system Outcomes: % of programs that increased or maintained the highest level in the QRS or IQ4K system

	Inputs:		Inputs:
Scholarship Coordination	 Amount of funding per funding category Additional funding and source Outputs: # of applications processed # programs # of programs meeting a quality initiative Quality/Efficiency: Cost per scholarship % of programs rating a 3 or higher in the QRS system or 1 or higher in the IQ4K system Outcomes: % of scholarships awarded % of scholarships not awarded because of (list reasons): 	Technical Assistance: Consultant, Mentoring, Coaching	 Amount of funding per funding category Additional funding and source Outputs: # visits # of programs # of programs meeting a quality initiative # of programs that set a goal Quality/Efficiency: Cost per program % of programs rating a 3 or higher in the QRS system or 1 or higher in the IQ4K system Outcomes: % of programs that meet the goals set
WAGE\$	Inputs: Amount of funding per category Additional funding and source Outputs: # of recipients # of recipients who retained employment in their program # of recipients at temporary award levels # of recipients at temporary award levels who earned additional college credits # of six-month financial supplements issued Cost of six-month financial supplements issued # of programs with at least one WAGE\$ recipient # of programs participating in QRS and IQ4K rating systems # of programs nationally accredited Quality/Efficiency: Average amount of six-month financial supplement % of programs rating a 3 or higher in the QRS system or 1 or higher in the IQ4K system Outcomes: % recipients who retained employment in their program % recipients at temporary award levels who earned additional college credits		

Family Support (Home Visiting and Group-Based Parent Education (reported into Iowa Grants and DAISEY)

Inputs:	Amount of funding per funding SR category
	Additional funding and source
Outcomes:	 # of children (ages 0-5) participating in family support/ parent education program (unduplicated) # of families participating in family support/parent education program (unduplicated) # of home visits completed # of group parent education meetings attended Race of primary caregiver Ethnicity of primary caregiver Marital status primary caregiver Household size Federal Poverty Level Education level of primary caregiver
Quality/Efficiency	 # and % of children, prenatal-5 years, that are age eligible and screened for developmental delays # of those children screened that your program referred to early intervention services # of newly enrolled families and # and % of newly enrolled families that meet one or more of FS eligibility criteria (income at or below 200% FPL, one or more parents with high school diploma or less, and/or one or more children (0 - 5) have IFSP or IEP)
Outcomes	 % of participating families that improve or maintain healthy family functioning, problem solving and communication % of participating families that increase or maintain social supports % of participating families that are connected to additional concrete supports % of participating families that increase knowledge about child development and parenting % of participating families that improve nurturing and attachment between parent and child