Johnson County Empowerment/Early Childhood Iowa Board

Thursday, February 17, 2022
6:30-8:00 p.m.

The JCE/ECIA Board will be meeting in a hybrid format Johnson County Health and Human Services Conference Room 203 B/C is reserved for this meeting and instructions to join via zoom are below. Masking is currently required in County buildings.

Join via Zoom video at https://zoom.us/j/83833295570

Join via Zoom phone at 312-626-6799 with Meeting ID 838 3329 5570.

Draft Agenda: Please check *www.jcempowerment.com* *Calendar of Events* 24 hours before the meeting for any changes.

1. **Call Meeting to Order, Establish Quorum, and Approve Previous Meeting Minutes [Board Action]**
2. **Public Comment**
3. **Director's Report**
4. **Work group board representatives [board discussion]**
5. **JCPH CCNC subcontract [board action]**
6. **Contractor Presentations**
    a. **4C's**
    b. **GWAEA CART**
7. **Approve FY23 RFP [board action]**
8. **Family Support Program's COVID vaccination policy [board discussion]**
9. **Adjourn**

If there are questions about this agenda or if attendees require a modification because of a disability, please contact Sam Turnbull at empower@johnsoncountyiowa.gov or (319) 356-6090.

Next Board meetings: March 24, 2022

Johnson County is a safe and healthy community in which to learn, work, and live.

Johnson County Empowerment ● 855 S Dubuque Street, Suite 202B ● Iowa City, IA 52240 ● Telephone 319.339.6179 ● Facsimile 319.688.5711

www.jcempowerment.org ● empower@johnsoncountyiowa.gov

BOARD REPORT OF EXPENSES JANUARY 2022					
Payee	**Period**	**Invoice Date**	**SR**	**EC**	**Non-Grant**
CLERK SR	December	12/31/2022	$1,431.16		
NCJC PAT	December	1/14/2022	$25,320.00		
UAY FSP	December	1/11/2022	$10,236.00		
ECC	December	12/31/2022	$10,038.63		
AMAZON	December	12/29/2021	$499.95		
MELROSE DAYCARE	December	1/3/2022	$500.00		
FROG HOLLOW	December	1/1/2022	$545.45		
PRINCE OF PEACE	December	1/4/2022	$232.00		
HACAP	December	1/6/2022	$3,541.71		
4Cs RHSS	December	1/11/2022	$925.30		
NCJC WRAP	December	1/14/2022	$2,734.33		
CUTE LITTLE ANGELS	December	1/10/2022	$428.00		
VISA SCHOLASTIC	December	12/18/2021		$574.11	
GRANT WOOD	December	1/6/2022		$5,757.73	
4Cs Provider Sdupport	December	1/11/2022		$3,893.37	
4Cs Home Ties	December	1/5/2022		$3,937.50	
4Cs PEPB	December	1/5/2022		$1,296.00	
NCJC WELCOME	December	12/31/2021		$2,796.79	
CLERK EC	December	12/31/2022		$704.90	
TALLGRASS CHAIR	December	12/22/2021			$150.00
TOTAL			**$56,432.53**	**$18,960.40**	**$150.00**

February 2022 Director Report - Johnson County Empowerment/Early Childhood Iowa Area

STATEWIDE UPDATES:
- **State Early Childhood Iowa**
    - Our Designation visit with the State Technical Assistance Team happened February 3rd. During their meeting with the board, the state team indicated we would be re-designated. The next step is that I will receive the designation report from the state team.
    - We have been asked to present about our board activities at the State ECI Board Meeting on Friday March 4th.

LOCAL UPDATES:
- **General**
    - **Website:** We are waiting to hear we are able to move our content to the county website.
    - **Expense Report:** Our January 2022 expense report is in your board packet.

- **Programs**
    - **School Ready Scholarships:** We currently have 12 families on our school ready scholarship wait list.
    - **Car Seats:** We held a busy and successful car seat clinic on 1/29/22 in collaboration with the ambulance department. We installed 26 new car seats and passed out 8 pack n plays.

- **Committees**
    - **Early Ed Work Group:** Meets on the last Monday of the month 2:30-3:30 pm.
    - **Parent Ed Work Group:** Meets on the first Monday of every other month 1-2 pm.
    - **Health Work Group:** Meets on the second Monday of every other month 2-3pm.

- **Community Collaboration**
    - **Car Seat and Pack N Play Drive:** We are again holding a car seat and pack n play drive. I have posted the information on our social media.

- **Resource Links**
    - Website https://jcempowerment.com/
    - State ECI website https://earlychildhood.iowa.gov/
    - Facebook https://www.facebook.com/JohnsonCountyEmpowerment/
    - Twitter https://twitter.com/JohnsonCountyE1
    - Johnson County www.johnsoncountyiowa.gov

Board Development:
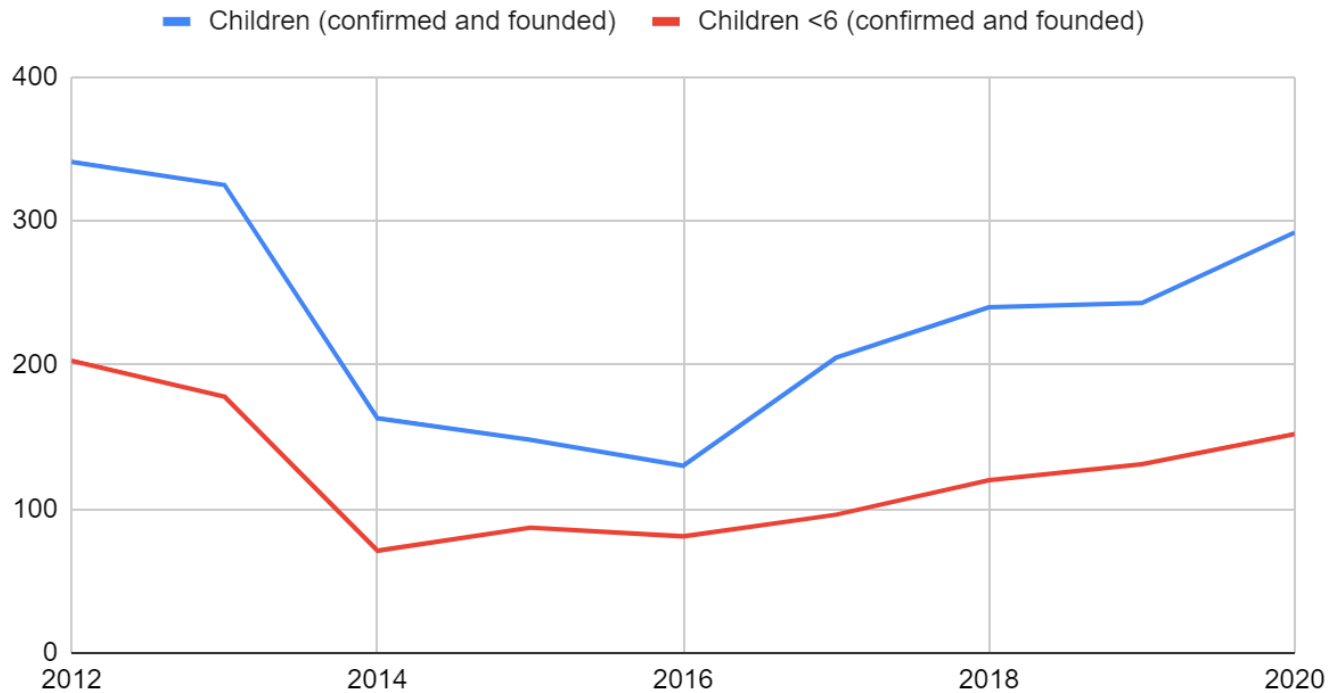**Indicator of the Month**
Indicator: Number of confirmed child abuse reports

of confirmed child abuse reports in Johnson County

Legend: Total Reports — Family Assessments — Confirmed/Founded Reports
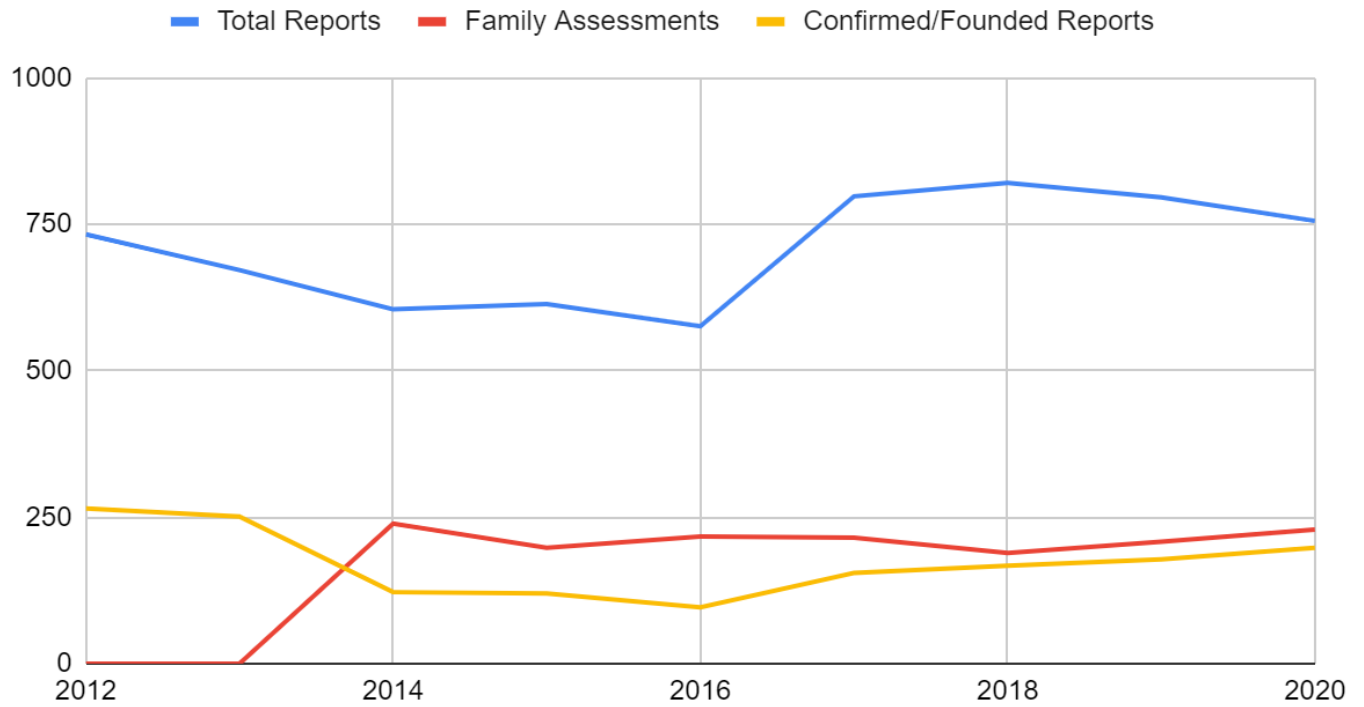
Children in confirmed child abuse reports in Johnson County

Legend: Children (confirmed and founded) — Children <6 (confirmed and founded)

Priority: Prevent child abuse and neglect
Results Area: Safe, stable, nurturing families and homes
Programs we fund that affect this indicator:
- NCJC Family Support and Group

- UAY Family Support and Group
- RVAP Child Sexual Abuse Prevention

Respectfully submitted Sam Turnbull February 17, 2022

AGREEMENT
Johnson County Public Health – Nancy Granaman, RN CCNC

THIS AGREEMENT, made between Johnson County Public Health, Iowa ("JCPH"), and Nancy Granaman, RN CCNC ("Recipient").

This Agreement shall be subject to the following terms and conditions, to-wit:

1. Recipient shall not permit any of the following terms and practices:

   a. To discharge from employment or refuse to hire any individual because of their race, creed, color, national origin, religion, age, sex, marital status, sexual orientation, gender identity, or disability.

   b. To discriminate against any individual in terms, conditions, or privileges of employment because of their race, creed, color, national origin, religion, age, sex, marital status, sexual orientation, gender identity, or disability.

   c. Deny to any person its services on the basis of race, creed, color, national origin, religion, age, sex, marital status, sexual orientation, gender identity, or disability.

   d. If recipient is a nonprofit or a privately owned place of public accommodation, as defined by the Americans with Disabilities Act (ADA), it will comply with the requirements of the title III regulation issued by the United States Department of Justice, and where applicable, the 2010 Standards for Accessible Design.

   e. If recipient is a state or local government, or an instrumentality thereof, as defined by the Americans with Disabilities Act (ADA), it will comply with the requirements of the title II regulation issued by the United States Department of Justice, and where applicable, the 2010 Standards for Accessible Design.

I. SCOPE OF SERVICES

During the term of this Agreement, Recipient agrees to use funding for support of services and programs to the benefit of Johnson County residents.

Recipient Will:
- Provide guidance, training, coordination, and support to community-based child care businesses to promote safe and healthy child care environments for all children including children with special health or developmental needs.
- Use Healthy Child Care Iowa materials and nursing assessment tools when completing the nursing process in consultation, training, and technical assistance.
- Provide guidance, support, referrals, and access to care coordination for families and child care businesses to access up-to-date immunizations for children in child care (including children with special health or developmental needs).
- Provide guidance, support, referrals, and access to care coordination for families and child care businesses to access quality health, oral health, and developmental screening and comprehensive follow-up for children in child care (including children with special health or developmental needs).
- Provide guidance, support, referrals, and care coordination for families and child care businesses to access mental health consultation and educational services for the family, children (including children with special health or developmental needs), and child care businesses.
- Provide guidance, support, referrals, and access to care coordination for families and child care businesses to access health (including oral hygiene), nutrition, and safety education and services for children (including children with special health or developmental needs).
- Maintain communication capability for receiving email and attachments and disseminating child care health and safety information with the Iowa Department of Public Health, and other community partners.
- Perform all work duties and activities in accordance with County policies, procedures and safety practices.
- Communicate as requested with the Clinical Services Data Specialist/Child Health Coordinator to discuss the status of ongoing activities.
- Submit monthly activity reports, time study and documentation of hours spent providing services to the Clinical Services Data Specialist/CH Coordinator by the 5th of the month following the month in which services were provided.
- Be responsible for fees associated with approved trainings and be subsequently reimbursed by JCPH.
- Provide own cell phone or other means of communication to accomplish work in the field.

JCPH Will:
- Provide direction on the completion of the CCNC activities specified in the MCAH grant application, approved by IDPH.

- Communicate regularly with the CCNC about the contents and deadlines of required reports to be submitted to IDPH.
- Provide direction on all required training as indicated by IDPH.
- Maintain an environment conducive to providing services at JCPH.

Both the Recipient and JCPH Will:
- Maintain confidentiality of client information.
- Engage in free exchange of information
- Both the Recipient and JCPH shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.
- Inform the other party of any difficulties in carrying out the terms of this Subcontract Agreement.
- Agree to indemnify, defend, and hold each other harmless from any wrongful acts, omissions, negligence and/or malpractice committed by either party.
- Ensure a virtual platform such as Zoom or Google Hangouts is available and used for providing virtual meetings and/or trainings from the CCNC.

II.   <u>FUNDING</u>

A.   As its sole obligation under this Agreement, JCPH shall pay to Recipient up to the sum of $50 per hour to assist Recipient in meeting its operating expenses.

B.   Recipient shall invoice JCPH by the 5th day of the following month. Invoice will include expense receipts, monthly activity reports, and time sheets.

    Invoice will be sent to:

    Kristin Meyer, Business Manager
    Johnson County Public Health
    855 S. Dubuque St. Suite 217
    Iowa City, Iowa 52240

C.   At the discretion of JCPH, funding may be reduced in the event of budget constraints which cause JCPH to enact budget reductions.

III.   <u>GENERAL ADMINISTRATION</u>

A.   Recipient will provide to JCPH monthly CCNC activity reports in a format prescribed by JCPH. In addition, the Recipient may be asked to provide additional documents including financials reports and external audits.

B.   On or before termination of services, Recipient may be asked to provide to JCPH a final grant report in a format prescribed by JCPH. In addition, the Recipient may be asked to provide additional documents including financial reports and external audits.

C.   Duly authorized representatives of JCPH shall at all reasonable times, have access to and the right to inspect, copy, audit, and examine all financial books, records, and other documents of Recipient, and to make site visits and survey participants in order to evaluate and monitor the Recipient's programs. No report or publication resulting from any such inspection, audit, examination, site visit, or survey shall disclose the name or other identifying information concerning persons using Recipient's services.

D.   JCPH's sole responsibility hereunder shall be to provide the funds to Recipient in accordance with the terms of this Agreement. Nothing contained in this Agreement, nor any act or omission of the Recipient or JCPH, shall be construed to create any special duty, relationship, third-party beneficiary, respondent superior, limited or general partnership, joint venture, or any association by reason of the Recipient's involvement with JCPH, nor shall the JCPH have authority to direct the manner or means by which Recipient conducts activities.

E.   This contract may be terminated upon 30 days written notice by either party.

IV.   <u>TERM</u>

This Agreement shall commence on 01/19/2022 and shall terminate on 01/18/2023 except as provided herein.

V. ASSIGNMENT

This Agreement may not be assigned by either party without prior written agreement of the other party.

VI. HOLD HARMLESS PROVISION

The Recipient shall indemnify, defend and hold harmless Johnson County Public Health and Johnson County, its officers, employees and agents from all liability, loss, cost, damage and expense (including reasonable attorney's fees and court costs) resulting from or incurred by reason of any actions based upon the negligent acts or omissions of the Recipient's officers, employees or agents during the performance of this Agreement.

VII. PROOF OF LIABILITY INSURANCE

The Recipient shall provide proof of liability insurance to JCPH prior to the start of the contract term. The Recipient shall ensure that the insurance is current and up to date for the duration of the contract. If the Recipient fails to maintain liability insurance throughout the contract term, JCPH may terminate the contract immediately.

VIII. CONDITIONAL STATUS

JCPH may place the Recipient agency on conditional status when one or more serious problems are identified within the Recipient agency that puts its agreement with JCPH in jeopardy. Problems may be in service delivery, board activity, Recipient agency administration, fiscal management, cooperation with other agencies, compliance with other government funders, or compliance with the JCPH agreement. JCPH may request that an external financial audit be performed, at the sole expense of the Recipient agency, if no audit records are available.

Following the placement of a Recipient agency on conditional status, a representative of JCPH and/or the JCPH grant coordinator will meet with the Recipient agency director and board members to discuss the concerns/problems as identified by the JCPH. JCPH will provide the Recipient agency with a written memo outlining the concerns/problems, specific corrective action steps, and time frames for completion. The Recipient agency will provide periodic reports and meet with a representative of the JCPH and/or the JCPH grant coordinator during this period to ensure that satisfactory progress is being made.

Funding may be withheld by JCPH until the Recipient agency has completed or made sufficient progress on the action steps to correct the problems, as determined by JCPH.

If the Recipient agency fails to meet the requirements of the JCPH agreement and/or the action step memo within the appropriate time frame as specified, JCPH will cease funding.

For Johnson County Public Health, Iowa: Recipient (Nancy Granaman, RN CCNC):

_____   _____
Danielle Pettit-Majewski, Director   Date   Signature   Date

855 S. Dubuque Street, Suite 217
Iowa City, IA 52240   _____
                                                           Title

CONTRACT ID (to be completed by JCPH Admin staff only)
Please include this ID on all payments and correspondence

_____
Contract Admin address/email
Nancy Granaman, 1478 Marilyn Dr., North Liberty, IA 52317-2310

Johnson County Empowerment/
Early Childhood Iowa

Request for Proposals Packet
Funding for July 1, 2022-June 30, 2023

Due April 1, 2022
4:00 pm CST

Issued: **February 18. 2022**
Contact: Sam Turnbull
Coordinator, Johnson County Empowerment/ECIA
855 S. Dubuque Street, Suite 202B
Iowa City, IA 52240
(319) 356-6090
empower@johnsoncountyiowa.gov

JOHNSON COUNTY EMPOWERMENT/EARLY CHILDHOOD IOWA AREA
FY 2023 Request for Proposals

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 address the health, education, and development of Johnson County children age 0 through 5 years and their families, including pregnant women. The purpose of this funding is to promote secure and nurturing early education environments, safe homes, healthy children, and school readiness in Johnson County children age 0 through 5. **All funding requests must fit within an Early Childhood Iowa allowable service type listed in Tool O (appendix 1) and address a Johnson County Empowerment/Early Childhood Iowa Area Board identified Results Area and Priority (appendix 2)**. Funds are for the period of July 1, 2022 through June 30, 2023 and are eligible for renewal.

A total of up to $865,000 is available through this RFP. The Johnson County Empowerment/ECIA Board expects to award multiple contracts. 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 https://docs.google.com/document/d/1XHdhdGnkYDbsXKcqPaNG0H6iLPshhd7ocJTn25C_b-I/edit?usp=sharing

FUNDING SERVICE OBJECTIVES

Programming may include early education, maternal and child health, and/or family support services for children aged 0-5 and their families.

For additional information about Early Childhood Iowa funds, see Early Childhood Iowa Area Funding Tool G (Appendix 3).

The purpose of Early Childhood Funds is to enhance the capacity and quality of childcare services to help parents obtain or retain employment.

The purpose of School Ready Funds is to support a comprehensive school ready children plan.

For additional information about allowable uses of funding, see Early Childhood Iowa School Ready Funds Preschool Programming Support for Families with Low-Income Tool CC (Appendix 4) and Early Childhood Iowa School Ready Funds Family Support & Parent Education Tool FF (Appendix 5)

RFP TIMELINE

February 18, 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

February 24, 2022
Mandatory Bidders Conference. All applicants wishing to submit a proposal are required to attend a Bidder's Conference (virtually or in person) at 2pm at 855 S. Dubuque St. Ste. 203 B/C, Iowa City or via zoom https://us02web.zoom.us/j/8727860485 .

March 4, 2022 at 4pm
Letter of intent due. All applicants wishing to submit a proposal are required to submit a letter of intent to empower@johnson county iowa.gov identifying agency, program name and service type (see tool O appendix 1 for more information) the applicant anticipates submitting a proposal for (one response/letter of intent per program). OR response to our google form https://forms.gle/SzuyDUhSBa3Tr2ip6

March 28, 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/1XHdhdGnkYDbsXKcqPaNG0H6iLPshhd7ocJTn25C_b-I/edit?usp=sharing

April 1, 2022 at 4pm
Proposals due to the Empowerment/ECIA Coordinator's office. This includes two (2) paper copies (Johnson County Empowerment/ECIA at 855 S. Dubuque St. Suite 202B, Iowa City, IA 52240), and one (1) electronic copy of the proposal by email (empower@johnsoncountyiowa.gov). Proposals received after the deadline will not be considered for funding.

May 19, 2022
Preliminary funding decisions by Johnson County Empowerment/Early Childhood Iowa Area Board.

July 1, 2022
Contract period begins.

APPLICATION REQUIREMENTS

How to Submit an Application

Applicants must use the provided application and budget forms. Applications are due in both electronic and paper (2 copies) format by 4pm on April 1, 2022.

Email electronic copies to empower@johnsoncountyiowa.gov

Mail or hand deliver paper copies to Sam Turnbull 855 S. Dubuque St. Ste. 202B Iowa City, IA 52240.

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 priorities identified on page 5 of this RFP. The Empowerment/ECIA Board will make funding decisions based on Board member 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 May 19, 2021, Empowerment/ECIA Board meeting. Board members will use scoring sheets (appendix 6) 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 6). 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 families that include a child age 0 through 5 years or a pregnant individual 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

PRIORITY
Programs must address recognized gaps in services. Priority will be given to programs that:

Direct Early Education

- Increase full-day, full-year slots for children in families that earn less than 200% of the FPL (Federal Poverty Level)
- Increase the # of CCA (Child Care Assistance) slots available
- Increase child care slots in underserved areas
- Expand the capacity of early education environments to address early childhood mental health needs.

Indirect Early Education

- Increase the number of IQ4K (Iowa Quality For Kids) rated providers and slots with those providers
- Increase the availability of trainings needed for IQ4K rating
- Increase # of providers and # of slots
- Address mental health needs of early education staff
- Increase professional recognition of early education providers
- Increase staff retention and decrease staff turnover

Parent Education

- Ensure availability of evidence based home visitation
- Ensure availability of group based parent support

Health

- Fill identified gaps in health screening and treatment to children 0-5 and prenatal individuals
- Provide mental health screening and services to children 0-5 and prenatal individuals
- Promote preventative health services (vaccinations, dental health)
- Promote health practices that mitigate impacts of communicable diseases

General Priorities

- Priority is given to programs that primarily serve children under 200% FPL
- Durable good purchases will receive lower priority than direct services and durable goods must be directly tied to services being provided

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 **May 19, 2021**. 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. **See Early Childhood Iowa Statewide Performance Measures and Outcome Measures Tool O (Appendix 1)**
- 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 & Sample funding application (fillable PDF)
Budget worksheet (excel spreadsheet)
Appendix 1 – Early Childhood Iowa ECI Statewide Performance Measures Tool O
Appendix 2 - Johnson County Empowerment/Early Childhood Iowa Area Board Results Areas, Priorities and Indicators
Appendix 3 – Tool G Early Childhood Iowa Area Funding
Appendix 4 – Tool CC Preschool Programming Support for Low-Income Families
Appendix 5 – Tool FF Family Support and Parent Education
Appendix 6 – Scoring Sheet and Review Matrix

Johnson County Empowerment/Early Childhood Iowa Area Board Funding Application

DUE: 4/1/2022 at 4pm

*Include an answer in EVERY section. Limit responses to the space provided.

COVER PAGE (4 points)

Provider/Agency Name

Address

Contact Person 1

Email

Phone

Contact Person 2

Email

Phone

Proposed Program Name

Total Amount Requested

NEED (20 points)

Describe the local need for this program, recognized gaps this program fills, data supporting need for this program

Describe how this program is <u>uniquely</u> qualified to meet the above-identified need

PROVIDER QUALIFICATIONS (20 points)

Provider/Agency's background and experience in providing this service

Brief job descriptions/qualifications of key staff (full job descriptions can be attached)

PROGRAM DESCRIPTION Program purpose, services and activities **(48 points)**

Program service type (select 1)

Program addresses priority/results area (select 1)

Target audience for program

Eligibility requirements for program

Expected #s to be served by program

PROGRAM EVALUATION **(20 points)**

Baseline data (current quantified data from program if available)

Goals of program (reference attached Tool O and set quantifiable goals for each performance measure listed for your service type) and Evaluations (include any evaluation tools that will be used and how/when they will be used)

BUDGET **(16 points)**

Budget narrative (complete provided excel budget) use this space to explain details of the budget (have other revenue sources been secured (include 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

SAMPLE APPLICATION

Johnson County Empowerment/Early Childhood Iowa Area Board Funding Application

DUE:

*Include an answer in EVERY section. Limit responses to the space provided.

COVER PAGE (4 points)

Provider/Agency Name

Iowa City Child Care

Address

111 S. 1st St. Iowa City, IA 52240

Contact Person 1

Program Director

Email

programdirector@iowacitychildcare.org

Phone

319-111-1111

Contact Person 2

Program Coordinator

Email

programcoordinator@iowacitychildcare.org

Phone

319-111-1112

Proposed Program Name

Iowa City Child Care Slots

Total Amount Requested

$16,000

NEED (20 points)

Describe the local need for this program, recognized gaps this program fills, data supporting need for
this program

There is a shortage of affordable child care in Johnson County. Johnson County's percentage of children ages 0-6 with all parents in the workforce was 75.5% in 2019. This is higher than the state of Iowa as a whole. As of 2019 Johnson county also has 49.5% of renters paying 35% or more of their household income on rent (reducing the amount available to pay for childcare). The average weekly cost of child care for children 0-5 in Johnson county in 2021 ranged from $160-$254. For a family of two (one parent and one child) earning 200% of the FPL (over income for child care assistance) their weekly income would be $670, meaning their childcare cost could be up to 38% of their total income.

Our program works directly with many low-income families who are not eligible for Child Care Assistance, but still cannot afford child care. Funding the proposed slots for our families would increase affordable child care slots in our community.

Describe how this program is <u>uniquely</u> qualified to meet the above-identified need

Our child care program is located within walking distance of housing occupied by many low income families in our county. We have provided child care in this neighborhood for more than a decade. We are a quality rated program with a level 4 QRS rating.

PROVIDER QUALIFICATIONS (20 points)

Provider/Agency's background and experience in providing this service

Our childcare program has been in operation for 12 years. During that time we have always served 50% children receiving child care assistance and been a QRS 3-4 rated center.

Brief job descriptions/qualifications of key staff (full job descriptions can be attached)

Our classroom teachers have their CDA's and our director has an degree in Early Education.

PROGRAM DESCRIPTION Program purpose, services and activities **(48 points)**

Our child care program serves children 0-5 in our community. We aim to be a positive force in our community by engaging with parents of the children in our program through monthly potluck gatherings. Our teachers also have semi-annual home visits with parents to connect and share learning at home resources.

Our teachers are trained in PBIS and utilize creative curriculum in their classrooms. Our teacher ratios are typically below the ratios required by DHS to offer more one on one learning opportunities.

Program service type (select 1)

Early Care & Education Supportive Services

Program addresses priority/results area (select 1)

Increase accessability and availability of quality early education/Secure and Nurturing Early Lea

Target audience for program

(could be children, families, parents, providers, educators)
Low income children and families.

Eligibility requirements for program

(Age, income, geographic limits of the program)
Our program serves children ages 0-5. For these slots parents will need to demonstrate income below 200 % FPL.

Expected #s to be served by program

(Numbers of children, families, groups, trainings)
We expect to be able to fund 2 full day, full year slots for low income children with the funds requested.

PROGRAM EVALUATION (20 points)

Baseline data (current quantified data from program if available)

Our program currently serves 30 children, 15 of which receive childcare assistance. We currently screen all children in our program with the ASQ-3 and 97% demonstrate age appropriate development.

Goals of program (reference attached Tool O and set quantifiable goals for each performance measure listed for your service type) and Evaluations (include any evaluation tools that will be used and how/when they will be used)

2 # of children
1 # of programs
1 # of programs meeting a quality initiative

100% of children screened with ASQ-3
100% of children screened with ASQ:SE
5% of children screened with ASQ-3 and referred for follow up services/treatment
5% of children screened with ASQ: SE and Referred for follow up services/treatment
$8000 Cost per child
100% of programs rating a 3 or higher in the QRS system or 1 or higher in IQ4K system

95% of children demonstrating age appropriate skills as assessed by the ASQ-3
95% of children demonstrating age appropriate skills as assessed by the ASQ:SE

BUDGET (16 points)

Budget narrative (complete provided excel budget) use this space to explain details of the budget (have other revenue sources been secured (include 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)

The funding requested would cover the 2 additional low-income family slots we are requesting. Otherwise our program is funded through tuition and child care assistance payments. We are not requesting funding for administrative costs.

I understand that grant payments will be processed only after submission of an invoice and supporting documentation. (check one) ☑ Yes ☐ No

Our program has sufficient cash flow to operate with delayed payments.
☒ Yes ☐ No

Sample Budget Sheet

Section 4 Proposed Budget One form for each program.

Budget must include the total cost for the program, not just items or expanded services requested in this proposal. Total cost would include costs for all staff to deliver the full program and all material costs associated with the full program. Depending on the type of request, that may be the entire agency budget or the budget for the particular program/service that the organization provides.

Cost Proposal for			Program
Budget Dates: July 1 2022-June 30 2023			
	Total Program Cost	Empowerment Request	Other Revenue (Detail Chart B)
Salaries/Benefits & Personnel Detail Chart A			
a. salaries	150,000	16,000	134,000
b. benefits	50,000	0	50,000
1. Salaries/Benefits subtotal	200,000	16000	184000
Program Costs provide detail			
a. rent/utilities	36,000	0	36,000
b.	0	0	0
2. Program Costs subtotal	36,000	0	36000
Participant Supports provide detail			
a. classroom materials	10,000	0	10,000
b.	0	0	0
3. Participant Supports subtotal	10,000	0	10000
Equipment provide detail			
a.	0	0	0
b.	0	0	0
4. Equipment subtotal	0	0	0
Other provide detail			
a.	0	0	0
b.	0	0	0
5. Other subtotal	0	0	0
6. TOTAL DIRECT (total lines 1+2+3+4+5)	246000	16000	230000

Administration		4,000	0	4,000
Other Indirect		0	0	0
7.	TOTAL INDIRECT	4,000	0	4000
8.	TOTAL EXPENDITURES	250000	16000	234000

Detail Chart A: Salary Costs

FTE for project	Job Title	Total Cost	Empowerment Request	Other Revenue
1.	teacher	35,000	16000	19000
2.	teacher	35,000	0	35000
3.	teacher	35,000	0	35000
4.	teacher	35,000	0	35000
5.	director	60000	0	60000
Totals		200000	16000	184000
	Above totals should be the same as budget line 1; if these two numbers aren't the same, check the arithmetic	200000	16000	184000

from Chart 1 Line 1

Detail Chart B: Other Revenue

	Source of Other Revenue	Total amount of other revenue from source
1.	tuition	110,000
2.	CCA	74,000
3.		0
4.		0
5.		0
	Total Other Revenue	184000
	Total should be the same as budget line 8 far right column; if these two numbers aren't the same, check the arithmetic	234000

from Chart 1 Line 8
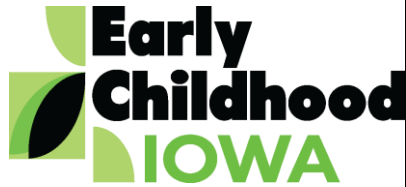
	Early Childhood Iowa
	Early Childhood Iowa **ECI Statewide Performance Measures** – Effective July 1, 2021 **Tool O**

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

<table>
<tr>
<td>Car Seat Safety</td>
<td>

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

</td>
<td>Crisis/Emergency Care</td>
<td>

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 system 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

</td>
</tr>
</table>

| 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:SE
• % 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 |
| 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:SE
• % 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 |

Literacy	**Inputs:** • Amount of funding per funding category • Additional funding and source **Outputs:** • # of children • # of families **Quality/Efficiency:** • Cost per child **Outcomes:** • % of families that report an increase in reading to their child each day • % of families that report an increase in talking with their child about new words in stories	**Prenatal/Postnatal**	**Inputs:** • Amount of funding per funding category • Additional funding and source **Outputs:** • # of children • # of mothers • # of families **Quality/Efficiency:** • % of children screened for: (list screening) • % of children screened and referred for follow up services/treatment • % of mothers screened for postpartum depression • % 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 services/treatment
Transportation	**Inputs:** • Amount of funding per funding category • Additional funding and source **Outputs:** • # of children • # of days transportation provided **Quality/Efficiency:** • 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 Iowa 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	**Child Care Nurse Consultant (CCNC)**	**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

Coordinated Intake	Infant and Early Childhood Mental Health Consultation
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 Iowa'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)

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:** • Amount of funding per funding category • Additional funding and source **Outputs:** • # of participants • # of courses attended for academic credit • # of credit-bearing courses by category **Quality/Efficiency** • % of credit-bearing courses by category • Cost per participant **Outcomes:** None	**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:** • Amount of funding per funding category • Additional funding and source **Outputs:** • # of activities • # of families • # of estimated reach **Quality/Efficiency:** • Cost per activity **Outcomes:** % of families with an increased awareness of ECI and early childhood services available to their child	**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

Scholarship Coordination	**Inputs:** • 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**	**Inputs:** • 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 offered • 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

Appendix 2

Johnson County Empowerment/Early Childhood Iowa Area Board Results Areas, Priorities and Indicators

Result Area	Priorities	Indicators
A. Secure and Nurturing Early Education Environments	**P1.** Increase the accessibility and availability of quality early education.	Number of regulated child care programs, Number of regulated child care slots
	P2. Increase quality in early education.	Number and percent of early education environments meeting quality standards
B. Safe, Stable, Nurturing Families and Homes	**P3.** Prevent child abuse and neglect and increase supportive parenting skills.	Number of confirmed child abuse reports,, rate of teen births
	P4. Increase families' healthy informal networks of support and utilization of appropriate community resources.	% of domestic violence incidents with children present
C. Children Healthy & Ready to Succeed in School	**P5.** Prevention, early detection, and identification of child health issues.	% of uninsured children
	P6. Strengthen the transition to kindergarten.	
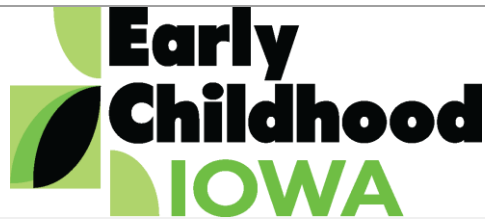
	Tool G Early Childhood Iowa Area Funding effective July 1, 2021

Early Childhood Iowa Areas (ECIAs) receive funding from two different legislative appropriations, Health and Human Services and Education. The funds appropriated from the Health and Human Services appropriation are called "Early Childhood." The funds appropriated from the Education appropriation are called "School Ready."

This tool provides general information on the parameters and limitations of these funds. The first section of the tool provides information that applies to both the Early Childhood and School Ready funding streams. The second section provides specific information about each funding stream.

General Information:

Developing a Budget

After receiving the allocation amounts for the new fiscal year, the ECIA board (board) must develop and submit a budget through iowagrants.gov. The budget includes the allocation amount for the new fiscal year and the estimated carry-forward amount for the current fiscal year that is ending, including any interest earned. The board must allocate all of the funds and approve the budget before submitting the budget to the ECI Office. Area boards are to submit budgets by July 15th of the new fiscal year.

Interest Earned on Funds

The board may earn interest on Early Childhood and School Ready funds. The board must credit the amount of interest earned appropriately to each funding source. The board must use interest earned to support programs, service and activities linked to the area's community plan. The board cannot use any interest earned to support administrative costs. (*Guidance based on the state treasurer's requirements for investments, Iowa Code chapter 12*)

Administrative Costs

General Information – The board may use up to 5% of the Early Childhood and 5% of the School Ready allocation amounts for administrative expenses. Examples of expenses that can only be paid out of administrative funds include:

- Fiscal agent fees
- Liability insurance (refer to Tool T)
- Fidelity bonds for ECIA board members and/or staff
- Board administrative functions (staff, operational expenses, etc.) Note: Boards can also use School Ready – Quality Improvement funds to also support staff doing work related to board administrative functions.

The board can also use administrative funds to support programs, services and activities linked to the area's community plan.

Property and Equipment – The Early Childhood Iowa State Board adopted a policy at the board's October 9, 1999 meeting which prohibits boards from using ECI funds to purchase real property that is subject to taxes.

Approved by the ECI State Board on June 4, 2021

Food, Beverage and Catering Costs – If the board or a contractor uses ECI funds for food, beverage or catering costs, the expenditure must meet public purpose. The board or contactor must maintain documentation describing how the expenditure meets public purpose.

Reimbursement Rates – The board must determine reimbursement rates allowed. As the board considers reimbursement rates, information about state and federal government reimbursement rates may be helpful, but are not required. Beginning January 1, 2021, the state of Iowa's mileage reimbursement rate for state employees is $.39/mile. Beginning January 1, 2019, the federal Internal Revenue Service reimbursement rate is $.56/mile.

CURRENT LINK: https://www.irs.gov/newsroom/irs-issues-standard-mileage-rates-for-2021

The State of Iowa's reimbursement rate for state employee overnight lodging when on official state business is $65.00 plus tax. For persons serving on state boards, advisory councils, commissions, and task forces, the maximum reimbursement rate for overnight lodging is $98.00 plus tax, anywhere in the state. https://das.iowa.gov/sites/default/files/acct_sae/sae_manual/210/210-245.pdf

Cost Allocation – The board and contractors must allocate costs among funding sources so that each funding source bears its "fair share" of the cost. Refer to Too DD, Cost Allocation, for cost allocation requirements.

Annual Audits – The board must have an annual audit conducted of Early Childhood and School Ready funds. Refer to Tool UU, *Agreed Upon Procedures*, for audit requirements. Iowa law allows boards to use School Ready program funds if there are insufficient administrative funds to cover the cost of the audit. (Iowa Code chapter 256I.9(2))

Programs, Services and Activities Funded

Supplanting – Boards must be diligent in not supplanting programs, services and activities funded through other state and federal funds.

Duplication – Area boards are to recognize when services, program and activities exist that create parallel systems. Through the comprehensive needs assessment and community planning, the area will identify and use funding to fill gaps and needs.

Indirect Costs – The board is responsible for determining allowable costs providers can charge for the management and administration of programs, services and activities. If a fidelity bond is a requirement for the program, boards do not need to consider the cost of the bond in the administrative cost limits. Refer to Tool H (A) for indirect cost principles.

Reimbursement Rates – If the board reimburses contractors/providers for mileage and lodging costs based on a "unit rate," the board must identify the reimbursement rates. Refer to information above under 'Reimbursement Rates.'

Food, Beverage and Catering Costs – Refer to information above under 'Administrative Costs.'

Cost Allocation – Refer to information above under 'Administrative Costs.'

Tracking, Monitoring and Reporting – Iowa law requires the board to monitor the programs, services and activities the board funds. By September 30th of each year, the board must submit a contract-monitoring schedule for their funded programs through iowagrants.gov. The ECI Office recommends that ECIA boards develop policies and procedures for monitoring and tracking program, service and activity outcomes and expenditures.

The board must report all state-required performance measures through input, output, quality/ efficiency and outcomes data for programs, services and activities funded in the annual report on iowagrants.gov. The board may require additional performance measures data for the programs, services and activities.

Quarterly Payments

The Early Childhood Iowa State Board must designate an ECIA board for the area to receive funding. The Department of Human Services issues Early Childhood payments and the Department of Education issues School Ready payments.

Before receiving the first quarterly payment in a new state fiscal year, the board must provide the following to the ECI Office:

- Four original, board chair-signed and dated copies of the agreement/contract. The ECI Office will get the remaining required signatures needed to execute the contract.
- A budget submitted through iowagrants.gov. The ECI Office must approve the budget. [NOTE: It is best practice to not enter into contracts with contractors or providers until the board has state-approved budget.]
- A signed copy of the agreement the board has with the fiscal agent submitted through iowagrants.gov.
- The office addresses for both the ECIA office and fiscal agent.

In order to receive subsequent quarterly payments, the board must submit the previous year's annual report on or before September 15th and mid-year expenditure reporting data (see Tool SS, *ECI Mid-Year Financial Reporting*).

Legal References

- Iowa Code chapter 256I
- Iowa Administrative Code chapters 249 and 541-9

Early Childhood Funds

Purpose of funds: To enhance the capacity and quality of child care services to help parents obtain or retain employment.

Source of funds: The Iowa legislature appropriates state funds for Early Childhood funding.

Distribution of funds: The amount of Early Childhood funds you receive is based on a percentage of the average number of monthly statewide Family Investment Program (FIP) cases for families with children ages 0-5 in the preceding state fiscal year. Iowa Code section 256I.11(4)(b) describes the formula used to distribute Early Childhood funds.   The formula is:

- 5% of the appropriation is distributed equally among all 99 counties
- 35% of the appropriation is distributed based on the percent of the population in the ECIA that is age 0-5

- 60% of the appropriation is distributed based on the percent of the population in the ECIA that is age 0-5 and at or below 185% of the poverty level

Use of funds: Early Childhood funds shall be used to increase the quality and capacity of child care environments. Child care environments are registered child development homes, DHS licensed child care centers and legally operating non-registered child care homes. There are many programs, services and activities that a board may fund to enhance the capacity and quality of child care for children ages 0-5 based on a comprehensive needs assessment and the area's community plan.

The following are a few examples of programs, services and activities the board may fund using Early Childhood funds to improve the quality and capacity of child care in your area:

Quality Child Care Environments

- Child care consultants, technical assistance
- Child care resource and referral services
- Child care nurse consultants
- Quality Rating and Improvement System (QRIS) and national accreditation supports
- Environmental rating scale supports (ITERS, ECERS)
- Emotional/behavioral supports
  - Early Childhood – Positive Behavior Interventions and Supports (EC-PBIS)
- Curriculum supports
- Quality improvement incentives
  - Business Investment Program–refer to Tool M
- Business practice supports:
  - National Accreditation Commission (NAC)
  - First Children's Finance

  - Iowa Small Business Development Centers (aka: America's SBDC Iowa)
- Wrap around child care
- Small equipment purchases, minor facility improvement to meet regulatory requirements

Skilled Child Care Workforce

- Professional development – refer to the ECI Performance Measures for more information about types of professional development
- Certificates and educational degrees
  - ChildNet certified
  - Child Development Associate (CDA)
  - Program for Infant and Toddler Care (PITC)
  - T.E.A.C.H.
  - Associate and bachelor's degrees in child development/early childhood education
- Wage incentives
  - WAGE$

If the ECI Area board has questions regarding any of these items, you may contact the ECI State Office for assistance.

Other Important Information –

- ✓ Boards cannot use Early Childhood program funds to support ECIA staff salary for duties such as, administrative support for the board (i.e., issuing and monitoring of contracts, processing payment claims, etc.) and/or community collaboration and early care, health and education system building.
- ✓ Transportation assistance is only allowable when transferring children from preschool to child care or vice versa.
- ✓ Early Childhood Funding is not allowable to directly support core programs. Core programs means programs that are funded through other government funds during that timeframe, i.e. Head Start, Early Head Start, Shared Visions preschool, and Statewide Voluntary Preschool Programs.
- ✓ Group professional development activities and those open for enrollment to all providers are allowable for registered child development homes, DHS licensed child care centers, and legally operating non-registered child care homes.
- ✓ Boards cannot use Early Childhood funds for preschool tuition and staff in preschool classrooms that are a core program. Core programs means programs that are funded through other government funds during that timeframe, i.e. Head Start, Early Head Start, Shared Visions preschool, and Statewide Voluntary Preschool Programs.
- ✓ Boards cannot use Early Childhood funds to supplant the state's Child Care Assistance (CCA) and DHS Wrap Around Child Care Programs for eligible recipients.
- ✓ Board cannot use Early Childhood funds for services not directly impacting the care of children. Two examples not allowed are dental services or lead screenings for the children.
- ✓ When funding child care scholarships, the family's income must be over 145% and up to and including 200% of the Health and Human Services Poverty Guidelines and meets a parental need for child care. Parental need for child care is when the parents are either working, participating in an education/training program, or a combination of working and participating in an education/training program. DHS and the ECI Office **do not** encourage ECIA boards to fund child care scholarships.
- ✓ Boards can use Early Childhood funds for DHS licensed child care centers if the consultation is for the entire center and not specific to a classroom operating a core program. The area board is required to ensure there is no supplanting of other government funds.

Time Limitations to Expend Funds: The area board may carry forward up to 20% of the current year's allocation into the next fiscal year. If the board's carry-forward amount is over the 20% limit, the board's allocation amount is reduced the following year by the amount in excess of the amount allowed.

School Ready Funds

Purpose of funds: To support a comprehensive school ready children plan.

Source of funds: The Iowa legislature appropriates state funds for School Ready funding. The funds are separated into two categories: Quality Improvement and General. Each category has specific requirements on how boards may use the funds. There are tools in the online toolkit that provide additional information for each category.

➢ Distribution of funds: The formulas for disbursing School Ready funds were established by the Early Childhood Iowa State Board. There is one 'overarching' formula for disbursing funds from the General Aid category. For the Quality Improvement category, the formula provides a base dollar amount for each ECIA and then the remaining funds are distributed using a formula based on land area and total 0-5 population. The 'overarching' formula for distributing the School Ready funds for the General Aid category is as follows:
  - 45% of the appropriation is distributed based on the percent of the population in the ECIA that is age 0-5 and at or below 185% of the poverty level
  - 35% of the appropriation is distributed based on the percent of the population in the ECIA that is age 0-5
  - 20% of the appropriation is distributed equally among all 99 counties

➢ The formula for distributing the Quality Improvement category is as follows:
  - $30,000 for each ECIA
  - Remaining funds are distributed 50% on Land Area and 50% on Total 0-5 population in the ECI area.

Use of funds: There are many programs, services and activities a board may fund to support children prenatal through age 5 and their families based on a comprehensive needs assessment and the area's community plan.

The following provides some general information about the School Ready Children Grant funding and links to tools with more information.

Quality Improvement – Boards are to use these funds to improve the quality of early care, health and education programs and services within the ECIA 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

Another purpose of the Quality Improvements funds is to provide funding for staff to help the board meet administrative responsibilities associated with board member's roles and responsibilities in Iowa law. If necessary, boards may also use these funds for administrative costs to support staff.

Other Services (General Aid) – Although these funds do not have specific requirements, boards must:

- Use the funds to support the early care, health and education for children prenatal through age five and their families based on a comprehensive needs assessment and the area's community plan.
- Demonstrate the effectiveness of programs, services and activities funded through performance measures.

In addition to the two categories of funds, ECIA boards are to support preschool services for children at risk and family support services and parent education programs.

Family Support Prenatal through Five – Boards are strongly encouraged to support programs implementing evidence-based family support and parent education practices. See Tool FF for more information.

Preschool Programming Support for At-Risk Families – Funding is used 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. Based on the board's comprehensive needs assessment and community plan, the board can also fund supportive services for preschools. Children ages three, four or five, who are not attending kindergarten, are eligible.

If sufficient funding is available after addressing the needs of families that meet the income eligibility requirement, the board may provide tuition assistance to families over 200% of the federal poverty guidelines using a sliding scale or other copayment provision. See Tool CC for more information.

The board cannot use Other Services funds for administrative costs, such as, legal fees, fiscal agent fees and liability insurance or for ECIA staff in completing administrative responsibilities, such as, work related to board meetings, issuing and monitoring of contracts, processing payment claims, etc.

Time Limitations to Expend Funds: Iowa Code section 256I.9(4)(e) allows the board to carry forward up to 20% of the current year's allocation into the next fiscal year. If the board's carry-forward amount is over the 20% limit, the board's allocation amount is reduced the following year by the amount in excess of the amount allowed. See comment in EC section regarding time limitations of funds.
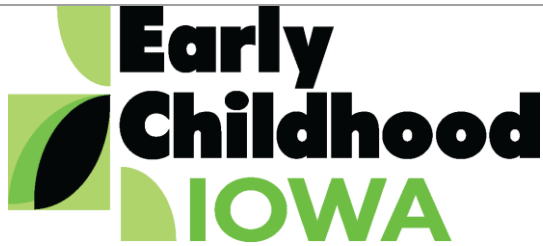
	Early Childhood Iowa **School Ready Funds** **Preschool Programming Support for Families** **with Low-Income** **Tool CC**

Legislative Language
Iowa Code, chapter 256I.9
SCHOOL READY CHILDREN GRANT PROGRAM.

1. The state board shall develop and promote a school ready children grant program which shall provide for all of the following components:

3. A school ready children grant shall, to the extent possible, be used to support programs that meet quality standards identified by the state board. At a minimum, a grant shall be used to provide all of the following:

   a. Preschool services provided on a voluntary basis to children deemed at-risk.

   b. Family support services and parent education programs promoted to parents of children from zero through age five. Family support services shall include but are not limited to home visitation. Of the funding from all sources that an area board designates for family support programs, at least sixty percent shall be committed to programs with a home visitation component.

Best Practices for Supporting Preschool Environments
Early Childhood Iowa Area (ECIA) Boards shall not supplant state and federal funds. Examples of state or federal funds that need to be considered include:

- State-administered child care assistance for eligible families;
- State-funded preschool program funded time (Shared Visions, Statewide Voluntary Preschool Program for Four-Year-Old Children); and
- Early Head Start/Head Start for eligible children.

ECI standard budget templates must include adequate information to ensure all legislative requirements for the funds are met. In addition to the narrative provided, it will be accomplished through the area board's agreement with assurances included in the budget template.

Definition of Quality Preschool Programs
The Early Childhood Iowa State Board strongly recommends that ECIAs support the implementation of evidence-based, quality practices and services with proven positive outcomes for children. Boards are also encouraged to use these funds to help families access high quality preschool services and to support preschool programs that strive to achieve high quality program standards.

Research supports that a high-quality preschool program, especially for children that have at-risk factors, is an effective approach in reducing learning gaps and increasing the achievement of all children.[1] According to NICHD (2001), "Fewer children living in poverty get to attend high-quality preschool programs than do children from higher-income households." [2]

The following are recognized in Iowa Administrative Code chapter 281-16 as the three approved preschool program standards that meet the characteristics of quality early childhood programs:

- National Association for the Education of Young Children (NAEYC) Program Standards and Accreditation Criteria - Since 1985, NAEYC's national accreditation system has set professional standards for early childhood education programs, allowing families to find high-quality programs for their children.
- Head Start Program Performance Standards - Iowa's Head Start programs providing services to children and families must meet the Head Start Program Performance Standards (November 2016).
- Overview of the Iowa Quality Preschool Program Standards - The IQPPS and Criteria support the implementation of quality early childhood programs by promoting the use of research-based practices.

The following are additional standards that support quality early childhood programs:
- National Association for Family Child Care (NAFCC).
- Iowa Early Learning Standards (no current monitoring process but many of the above standards align with IELS)

Additional measures of program quality are evidenced by having:
- Achieved an average score of 5 (with no subscale scores under 2) on the Early Childhood Environmental Rating Scale – Revised (ECERSR) or Family Child Care Rating Scale (FCCRS) completed by an outside evaluator with an established 85% inter-rater reliability within six months of the observation, or
- Achieved a Level 3, 4 or 5 on Iowa's Quality Rating and Improvement System (QRS).

Highlights from quality early childhood program standards include[3]:
- Relationships
- Curriculum
- Teaching
- Assessment of Child Progress
- Health
- Teacher Qualifications
- Family Engagement
- Community Relationships
- Physical Environment (including facilities, equipment, and materials to facilitate child and staff learning and development)
- Leadership and Management

Supporting Preschool Programming for Low Income Families
ECIA boards must use funds to assist low income families that have children ages three, four and five to access a quality preschool program and/or provide supportive services to preschools, based on the community plan and priorities. This assistance and support includes:

- Preschool tuition for children whose families are at or below 200% of poverty;
- Preschool tuition for children whose families are above 200% of poverty level using a sliding fee or co-pay option;
- Transportation to and from preschool;
- Curricula enhancing field trips;

- Extension of the preschool day;
- Summer kindergarten preparation program;
- Health services (dental, lead services or mental health services);
- Family support and parent education *(For further information, See Tool FF);*
- Initiatives to meet or maintain quality preschool accreditation or levels/standards (NAEYC, IQPPS, QRIS);
- Preschool coordination (scholarship processing, quality support to programs);
- Personnel (e.g., staff for inclusive settings, to perform screenings, salaries)
- Child care nurse consultants
- Program enhancements to meet, increase or maintain quality preschool accreditation or quality levels/standards (evidence-based curriculum, materials, etc.);
- Professional development targeted toward quality initiatives and standards (evidence-based curriculum, assessment, program standards, EC-PBIS, etc.). Technical assistance and coaching (from a qualified provider) to foster the development of quality initiatives and preschool programming.

Collaboration
ECI is built on a foundation of collaboration in order to make a difference in the lives of young children and their families. With this foundation in mind, ECI areas are encouraged to collaborate with local licensed child care centers, quality preschool programs, child development homes, Head Start agencies, Shared Visions grantees, school districts (tuition, Statewide Voluntary Preschool Program for Four-Year-Old Children and/or Early Childhood Special Education programs), Child Care Resource and Referral Agencies, Iowa State University Extension, Area Education Agencies, local public health agencies, local maternal and child health agencies, community mental health centers, primary care providers, dentists, local transit authority and family support providers.

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Resources
[1] NAEYC. (2009). NAEYC: *Developmentally appropriate practice in early childhood programs serving children from birth through age 8*. NAEYC Position Statement. Retrieved from https://www.naeyc.org/files/naeyc/file/positions/position%20statement%20Web.pdf
[2] NICHD (National Institute of Child Health and Human Development). (2001). *Quality of child care and child care outcomes.* Paper presented at the biennial meeting of the Society for Research in Child Development. April 19–22, Minneapolis, MN; Klein, L.G., & J. Knitzer. (2006). *Effective preschool curricula and teaching strategies.* Pathways to Early School Success, Issue Brief No. 2. New York: Columbia University, National Center for Children in Poverty; Schweinhart, L.J., J. Montie, & Z. Xiang, W.S. Barnett, C.R. Belfield, & M. Mores. (2005). *Lifetime effects: The High/Scope Perry preschool study through age 40.* Monographs of the High/Scope Educational Research Foundation, vol. 14. Ypsilanti, MI: High/Scope Press.
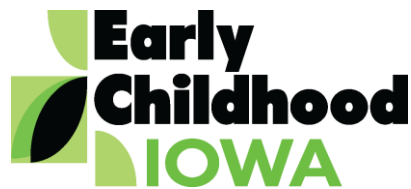
	Early Childhood Iowa **School Ready Funds** **Family Support & Parent Education** **Tool FF**

School Ready Allocation

Iowa law includes requirements for the use of School Ready (SR) funds in order to enhance current efforts to provide family support services and parent education programs for families with children.

Legislation specifically states:

256I.9 SCHOOL READY CHILDREN GRANT PROGRAM.

   1. The state board shall develop and promote a school ready children grant program which shall provide for all of the following components:

   3. A school ready children grant shall, to the extent possible, be used to support programs that meet quality standards identified by the state board. At a minimum, a grant shall be used to provide all of the following:

b. (1) Family support services and parent education programs promoted to parents of children from zero through age five. Family support services shall include but are not limited to home visitation and parent education. Of the state funding that an area board designates for family support programs, at least sixty percent shall be committed to programs with a home visitation component.

(2) It is the intent of the general assembly that priority for family support funding be given to programs using evidence-based or promising models for family support.

Definitions:

"Evidence-based program" means a program that is based on scientific evidence demonstrating that the program model is effective. An evidence-based program shall be reviewed onsite and compared to program model standards by the model developer or the developer's designee at least every five years to ensure that the program continues to maintain fidelity with the program model. The program model shall have had demonstrated significant and sustained positive outcomes in an evaluation utilizing a well-designed and rigorous randomized controlled research design or a quasi-experimental research design, and the evaluation results shall have been published in a peer-reviewed journal.

 "Family support programs" includes group-based parent education or home visiting programs that are designed to strengthen protective factors, including parenting skills, increasing parental knowledge of child development, and increasing family functioning and problem solving skills. A family support program may be used as an early intervention strategy to improve birth outcomes, parental knowledge, family economic success, the home learning environment, family and child involvement with others, and coordination with other community resources. A family support program may have a specific focus on preventing child maltreatment or ensuring children are safe, healthy, and ready to succeed in school.

"Family support professionals" includes group-based parent education facilitators, home visitors, parent educators, family support workers, family assessment workers, nurse home visitors and others that are providing direct service services to enrolled families and their supervisors.

"Home visitation" is a strategy to deliver family support or parent education services. A home visit is a face-to-face visit with a family in their home, or other alternate location, to facilitate meeting the

family's goals. An alternate location includes the use of video conferencing technology, such as, but not limited to, webex or google hangouts. Video conferencing includes both visual and audio connectivity.

Temporary use of an alternate location may happen when:
- meeting in the family home presents safety concerns for the worker or the family
- weather impacts the ability of the home visitor to travel to the family home
- a child or other family member has a contagious illness,
- or on occasions to facilitate meeting the program's outcomes such as medical appointments or school staffing.

Home Visits are calculated based on the number of times you meet with the family. They are NOT multiplied by the number of children present. A home visit typically lasts one hour and is provided in person. The use of telephone talk or text to communicate with the family supplements services but does not typically take the place of a home visit.

A *"home visitation component"* is defined as a family support service that uses home visitation as the primary method for service delivery. Home visits are provided at regular intervals throughout the entire fiscal year and meets the definition of home visitation provided in this guidance.

 "Parent education" programs implement organized and planned meetings designed to support parents' efforts to enhance their children's health and development.
Parent education programs have the following characteristics:
- Provides parents' with information, skills, support systems and confidence in their parental role in order to support, nurture and promote children's health and development;
- Strengthens positive relationships between parent and children;
- Builds on parents' strengths and utilizes their experiences, ideas and knowledge;
- Provides information that meets the needs of parents for specific content and shared in a manner that is responsive to parents' learning style, education and culture.

NOTE: Parent education may be provided in a group setting or one on one in a family's home or alternate location. Refer to the definition of home visitation for additional information about the use of an alternate location. Parent education is limited in scope and duration, lasting a minimum of six weeks and utilizes standardized curricula. Some home visiting programs also offer a group parent education component as an enhancement to their home visiting services. The group services are not considered a separate, stand-alone program.

"Promising program" means a program that meets all of the following requirements:
(a) The program conforms to a clear, consistent family support model that has been in existence for at least three years;
(b) The program is grounded in relevant empirically-based knowledge;
(c) The program is linked to program-determined outcomes;
(d) The program is associated with a national or state organization that either has comprehensive program standards that ensure high-quality service delivery and continuous program quality improvement or the program model has demonstrated through the program's benchmark outcomes that the program has achieved significant positive outcomes equivalent to those achieved by program models with published significant and sustained results in a peer-reviewed journal; and
(e) The program has been awarded the Iowa family support credential and has been reviewed onsite at least every five years to ensure the program's adherence to the Iowa family support standards approved

by the early childhood Iowa state board created in section 256I.3 or a comparable set of standards. The onsite review is completed by an independent review team that is not associated with the program or the organization administering the program.

Outcomes of Family Support and Parent Education:

Family Support and Parent Education services promote the following outcomes:
1. Improve family functioning, problem solving and communication;
2. Increase social support for families;
3. Connect families to additional concrete supports;
4. Increase knowledge about child development and parenting; and
5. Improve nurturing and attachment between parent and child.

Types of Family Support Programs:

Family support programs are classified into three categories:
- Long-Term Home Visitation – program is designed to provide weekly or at a minimum of twice monthly, home visits to participating families. Services are designed to be provided over a period of at least one year or longer;
- Short-term Home Visitation – program is designed to provide services to participating families for less than one year. Typically, short-term home visitation programs have a singular focus which includes assessments to determine referrals to long-term or intensive home visitation programs; and
- Group-based parent education – program is designed to provide a standardized curricula in a group setting. A core function of a group-based parent education program is to facilitate peer support. Group-based parent education may last a minimum of six sessions or be provided through-out the year.

Additional Requirements

Developmental Screening: Beginning July 1, 2019, all age-eligible children enrolled in a long-term home visiting program shall be screened for developmental progress using the Ages and Stages Questionnaire (ASQ) 3rd Edition. Screening may be completed by parents, another provider or the home visiting program staff. Programs shall follow the intervals for screening as outlined in the DAISEY Data Dictionary. Screening results shall be entered into the state administered internet-based data collection system (DAISEY FSSD.)

Age-eligible children enrolled in short term and group based parent education programs may also be screened using the ASQ by program staff or they may be referred to an external partner for developmental screening.

Staffing Requirement: Iowa Code and the Early Childhood Iowa State board require:
- Criminal and child abuse record checks be completed for all direct service family support professionals and supervisors of family support programs funded through the early childhood Iowa initiative,
- Achieve the National Family Support Certification by the successful completion of the national family support certification exam. Beginning January 1, 2022 all direct service family support professionals (FSP) must be certified if they were employed on or before January 1, 2021. Direct service FSPs that are hired after January 1, 2021 will have one year to earn their certification. For more information on the national family support certification exam: institutefsp.org. The

national family support certification can only be awarded by the Institute for the Advancement of Family Support Professionals.

Electronic Data Collection: All family support programs funded through the early childhood Iowa initiative are required to participate in the state administered internet-based data collection system. Programs are required to use the system as intended and as the official data reporting system.

Coordinated Intake: Early Childhood Iowa Area boards shall require all family support programs in their community to register and maintain updated program information in the statewide coordinated intake system (iafamilysupportnetwork.org). If a local coordinated intake system is available, it shall link to the statewide system and funded programs will fully cooperate to ensure operational success. The purpose of the coordinated intake system is to ensure:
- Families are matched with the most appropriate service available
- Elimination of duplication
- Maximized referrals
- Outreach, promotion and awareness of family support services
- Coordination

Evidence-based/Promising Practice Priority: In order to implement the legislative intent stated in sections 135.106 and 256I.9, that priority for family support program funding be given to programs using evidenced-based or promising models for home visitation, it is the intent of the general assembly that 90 percent of state funds expended for home visiting programs are for evidence-based or promising program models. The remaining 10 percent of funds may be used for innovative program models that do not yet meet the definition of evidence-based or promising programs. An innovative model is a family support program that has not been funded by the ECI area in the past.   An innovative model will have one year in which to implement the program prior to beginning the process to meet the definition of an evidence-based or promising program. If a program chooses to earn the Iowa Family Support Credential that process allows programs to receive three years of technical assistance.

Each ECI area will be required to meet the target as defined above. The ECI Office will review each budget to ensure that the ECI area is meeting the target. The ECI Office will then confirm that the target is met during the review of each ECI Area's annual report.

Use of Funds for Family Support and Parent Education:
The school ready funds used for family support services and parent education programs must be used to directly support individuals who function in the role of parents.

Sixty percent of state funds that the local board expends on family support programming must include a home visitation component.

Budgets must include adequate information to document if the program has a home visitation component (refer to definition.)

Family support programs must plan for technology upgrades at regular intervals. Technology includes software, hardware and connectivity plans.

Include costs associated with program operations in total program costs. Examples are:
- Training
- Supervision
- Supplies
- Technology, Data Collection and Documentation (may include mobile data collection device and data plans)
- Program Promotion and Outreach
- Service Brokering and Coordination

Eligibility Criteria:

75% of the families enrolling in a long-term home visitation program during the course of the fiscal year (July 1 – June 30) must meet one of the following criteria in addition to having a child between the ages of 0 through 5:
- Have an income at or below 200% of the federal poverty level
- Have a parent that has achieved a high school diploma or less education
- Have a child that has a current Iowa Family Service Plan (IFSP) or Individualized Educational Plan (IEP)

Age eligibility is a child between the age of zero through age five. The age of zero includes the prenatal period. Programs are encouraged to focus on the prenatal through age three or preschool entry.

There are no eligibility criteria (other than having a child that is age eligible) for families enrolling in a group-based parent education program or a short-term home visitation program.

Income or educational eligibility may be self-declared at enrollment by the enrolling parent(s.) Third party verification of income or education is not necessary.

Seventy-five percent (75%) is calculated for each long-term home visitation program funded by the ECI Area board. Each long-term home visitation program must meet the eligibility criteria for 75% of the families newly enrolled each fiscal year.

Accountability System:

School Ready Budget Form
- Document projected expenditures on the SR budget forms to support family support services and parent education programs for families with children zero through age 5 years old.

ECIA Annual Report – Performance Measures School Ready Funds
- Document through input, output, quality/efficiency and outcome data adopted by the Early Childhood Iowa State Board, the required performance measures of family support services and parent education programs.
    - Input Measures: Funds required to administer the program. Programs may include funding from all sources in this measure. If programs only report ECI funds then the other performance measures should reflect only the families that were served with ECI funds. Do not include in-kind donations in this report.
    - Output Measures: Number of Children (0 – 5) served during the fiscal year
    - Number of Families served during the fiscal year

Version approved by ECI State Board 6-5-20/Amended 1/11/19/Updated June 5, 2020/Updated 11-6-20

- o   Number of home visits completed during the fiscal year
- o   Number of group-based parent education meetings attended
- o   Demographics on enrolled families:
    - ▪   Race of primary caregiver
    - ▪   Ethnicity of primary caregiver
    - ▪   Marital Status of primary caregiver
    - ▪   Educational attainment of primary caregiver
    - ▪   Household size
    - ▪   Household income
- o   Quality/Efficiency Measures:
    - ▪   Age-eligible children that are screened for developmental delays
    - ▪   Of those screened, the number that were referred to early intervention services
- o   Outcome Measures:
    - ▪   % 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(s) and child(ren)

*Please refer to the reporting instructions for more information on the performance measures.

- ●   Report all program funding sources and data to correspond with the total funding reported.

Failure to report annually the state required performance measures, or comply with the guidance provided in Tool FF may jeopardize the Early Childhood Iowa Area's designation and may trigger the Early Childhood Iowa State Board to enact the Expenditures and Reporting Policy.

Required Assessment Tools - All programs shall use the following approved assessment tool to report on the required performance measures:
- ●   Long-Term home visitation services must use the selected questions on the Life Skills Progression Instrument;
- ●   Long-Term home visitation services must use the ASQ 3rd Edition for developmental screening;
- ●   Short term home visitation and group-based parent education programs must use the Protective Factors Survey.

Contractual Agreements with Programs:

The Early Childhood Area board will determine the contractual agreements at a local level with program providers. They may also require additional local performance measures to be reported.

Suggested Minimum Program Elements to include in Contracts
- •   Planned Family Service Capacity – How many families will your program serve at any given time?
- •   Minimum Dosage – How many home visits will be provided? How many group parent education meetings will be offered?

- Direct Service Staffing Plan - How many direct service staff will you employ under this contract? What is their individual Full-time Equivalency (FTE)? Who will be responsible for background checks? Who will be responsible for the national family support certification exam fee?
- Family Eligibility – Does the ECI Area have additional eligibility criteria? Examples: priority will be serving prenatal to age 3, the family support program must discharge the family when the child enters kindergarten.
- Curricula – What is the curricula the program will use? Please note this is different than a home visiting model. A family support program may use more than one curricula to meet the varied needs of the families they serve.
- Staff Vacancy Plan – How will the services be provided in the event there is a staff absence?
- Supervision Frequency and Availability – How often will the organization provide one on one supervision to each family support professional? How often will documentation be reviewed as part of supervision? How often will the supervisor observe the family support professional performing their work?
- Linguistic Needs of Participants – How will the contractor provide services to English Language Learners?

Technical Assistance Contact:
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JCE/ECIA FY23 RFP Scoring Sheet *see scoring matrix for details

Reviewer Initials   Program Name

Cover Page

Does not meet expectations		Acceptable		Excellent
0	1	2	3	4
Comments	Weak		Good	

Need

Does not meet expectations		Acceptable		Excellent
0	5	10	15	20
Comments	Weak		Good	

Provider Qualifications

Does not meet expectations		Acceptable		Excellent
0	5	10	15	20
Comments	Weak		Good	

Program Description

Does not meet expectations		Acceptable		Excellent
0	12	24	36	48
Comments	Weak		Good	

Program Evaluation

Does not meet expectations		Acceptable		Excellent
0	5	10	15	20
Comments	Weak		Good	

Budget

Does not meet expectations		Acceptable		Excellent
0	4	8	12	16
Comments	Weak		Good	

Total Points   /128

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
Need	20	• Local need identified • Data provided to support local need • **Addresses recognized gap in service** • **Program can uniquely meet need**
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	• **Uses tool O to identify required performance measures for the selected service type.** • **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 to be determined in RFP scoring committees (Direct Early Ed, Indirect Early Ed, Parent Education, Health)

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.

Section 4 Proposed Budget One form for each program.

Budget must include the total cost for the program, not just items or expanded services requested in this proposal. Total cost would include costs for all staff to deliver the full program and all material costs associated with the full program. Depending on the type of request, that may be the entire agency budget or the budget for the particular program/service that the organization provides.

Cost Proposal for			Program
Budget Dates: July 1 2022-June 30 2023			

		Total Program Cost	Empowerment Request	Other Revenue (Detail Chart B)
Salaries/Benefits & Personnel Detail Chart A				
	a.	0	0	0
	b.	0	0	0
1.	Salaries/Benefits subtotal	0	0	0
Program Costs provide detail				
	a.	0	0	0
	b.	0	0	0
2.	Program Costs subtotal	0	0	0
Participant Supports provide detail				
	a.	0	0	0
	b.	0	0	0
3.	Participant Supports subtotal	0	0	0
Equipment provide detail				
	a.	0	0	0
	b.	0	0	0
4. Equipment subtotal		0	0	0
Other provide detail				
	a.	0	0	0
	b.	0	0	0
5.	Other subtotal	0	0	0
6.	TOTAL DIRECT (total lines 1+2+3+4+5)	0	0	0

Administration		0	0	0	
Other Indirect		0	0	0	
7.	TOTAL INDIRECT	0	0	0	
8.	TOTAL EXPENDITURES	0	0	0	

Detail Chart A: Salary Costs

FTE for project	Job Title	Total Cost	Empowerment Request	Other Revenue
1.		0	0	0
2.		0	0	0
3.		0	0	0
4.		0	0	0
5.		0	0	0
Totals		0	0	0
	Above totals should be the same as budget line 1; if these two numbers aren't the same, check the arithmetic	0	0	0

from Chart 1 Line 1

Detail Chart B: Other Revenue

	Source of Other Revenue	Total amount of other revenue from source
1.		0
2.		0
3.		0
4.		0
5.		0
	Total Other Revenue	0
	Total should be the same as budget line 8 far right column; if these two numbers aren't the same, check the arithmetic	0

from Chart 1 Line 8

NCJC COVID-19 Vaccination and Testing Policy

Purpose:

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. NCJC encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees. However, should an employee choose not to be vaccinated, this policy's sections on testing will apply. This policy complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).

Scope:

This COVID-19 Policy on vaccination and testing applies to all employees of NCJC.

All employees are encouraged to be fully vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. Employees who are not fully vaccinated will be required to provide proof of weekly COVID-19 testing.

All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results. Employees not in compliance with this policy will be subject to discipline.

Procedures:

Vaccination

Any employee not fully vaccinated by January 21, 2022 will be subject to the regular testing requirements of the policy.

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine. An employee will be considered partially vaccinated if they have received only one dose of a two-dose vaccine.

Testing

All employees who are not fully vaccinated as of January 21, 2022 will be required to undergo regular COVID-19 testing.

Employees who are not fully vaccinated will:

> *(A) present documentation of a COVID-19 test result each Friday, testing will be within 48 hours prior; and*

> *(B) must provide documentation of the most recent COVID-19 test result to testing@ncjc.org no later than the end of the day each Friday.*

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be unable to work at NCJC until they provide a test result.

Confidentiality and Privacy:

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

UAY COVID Vaccine Policy

United Action for Youth
Covid-19 Vaccination and testing Policy

As part of our continued commitment to maintaining a safe and healthy workplace, United Action for Youth is taking additional measures to protect you, your coworkers, and your families from contracting and spreading COVID-19. United Action for Youth strongly encourages its staff to receive a Covid-19 vaccination.

COVID-19 vaccines have been fully approved by the U.S. Food and Drug Administration (FDA). With the emergence of new variants, United Action for Youth, with the guidance of our legal representative, have decided to implement a vaccination and testing policy to ensure safety of our staff, clients, and community members.

All employees and volunteers of United Action for Youth must choose one of two options to be in compliance with this policy.

1) Choose to be fully vaccinated (defined as having both Covid shots AND a booster when/as eligible or the J&J AND booster) and provide proof of Covid-19 vaccination
   **If you've recently had Covid, check with your care provider about when it is appropriate or safe for you to receive your booster
2) Choose not to be vaccinated and participate in regular testing (at the expense of employee and without utilizing staff time).

**Up to 4 Hours: UAY employees may use paid staff time to schedule and receive any of the series of Covid vaccinations or boosters. UAY employees may also use paid staff time to schedule or transport family members they live with to receive any series of the Covid vaccination or boosters. Please discuss this with your supervisor.

PROCEDURES

Option 1 (provide proof of vaccination): Please email a photo or scan of your vaccination record to Charlotte or stop by Charlotte's office with your vaccination record so she can enter the information she needs. We will NOT be keeping the actual image of your card on record or in personnel files and these images will deleted once Charlotte has the information she needs. (Brand of vaccination, Date of 1st and 2nd shots and date of Booster shot or date of eligibility for booster shot)

***Option 2* (Submit to weekly testing) :** Please note that this is to be done on off-work time and at the expense of staff. Test Iowa is a free and efficient way to test and provides the most accurate results as far as testing goes. They will deliver up to 5 tests at a time to your residence. You can also pick them up at the County building.

Recommendation: Drop a Test Iowa test off before 10am on Friday mornings to receive test results around 10am on Monday mornings.

Staff will be restricted from in-person work until they can provide proof of negative test results. A picture or screen shot of this result may be emailed to Charlotte.

Mask Requirements

Masks are *required* in all "public" spaces at UAY regardless of vaccination status. Please use discretion and have conversations with other staff if you wish to have a meeting unmasked. If you do *not* meet our definition of fully vaccinated (both initial doses and a booster upon eligibility or J&J AND booster) you are *required* to mask in all spaces at UAY in addition to submitting weekly tests.

ACCOMMODATION AND EXEMPTION REQUESTS

If you wish to request exemption from this policy for medical or religious reasons, you must submit an "accommodation request form" (at the bottom of this document) to the Executive Director.

UAY encourages employees to suggest specific reasonable accommodations. However, UAY is not required to make the specific accommodation requested and may provide an alternative effective accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on UAY or posing a direct threat to you or others in the workplace.

Exemption or Delay in Vaccination for Other Medical Reasons
Exemptions or a delay in vaccination for other medical reasons may be available on a case-by-case basis even if they do not qualify as a disability under federal, state, or local law.

UAY will engage in an interactive dialogue with you to determine whether an exemption is appropriate and can be granted without imposing an undue hardship on UAY or posing a direct threat to you or others in the workplace.

ACKNOWLEDGEMENT OF RECEIPT AND REVIEW

I, _____ (employee name), acknowledge that I received a copy of UAY's COVID-19 Vaccination Policy and that I read it, understood it, and agree to comply with it. I understand that UAY has the maximum discretion permitted by law to interpret, administer, change, modify, or delete this policy at any time with or without notice. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this policy. Changes can only be made if approved in writing by the Executive Director. I also understand that any delay or failure by UAY to enforce any work policy or rule will not constitute a waiver of UAY's right to do so in the future. I understand that neither this policy nor any other communication by a management representative or any other employee, whether oral or written, is intended in any way to create a contract of employment. I understand that, unless I have a written employment agreement signed by an authorized UAY representative, I am employed at will and this policy does not modify my at-will employment status. If I have a written employment agreement signed by an authorized UAY representative and this policy conflicts with the terms of my employment agreement, I understand that the terms of my employment agreement will control.

SIGNATURE _____

DATE _____

UAY's Testing and Vaccination Policy
Accommodation and Exemption Request form

Staff Name:_____

Date:_____

Reason for requesting policy
exemption:_____
_____
_____

Requested accommodation:

_____
_____
_____

Business office only

Outcome of request: _____

Amendments to accommodations:

_____
_____
_____

Approved or Denied by: _____

Denial explanation:

_____
_____
_____

Date:_____