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## **BETTER TOMORROWS RFP FUNDING GUIDELINES**

**Vision** – All children age 0 – 5 living in Benton and Tama County will be healthy, have a safe, secure, nurturing home and childcare environment, and be ready to succeed in school.

**Mission** – To enhance the quality of life in Benton and Tama County by promoting strong, healthy families. Barriers will be overcome and programs and services coordinated through community collaboration.

**Purpose** – To ensure the collaboration within our community, the organization will provide families, with children 0 – 5 years old, the resources and opportunities necessary for their children to be healthy, safe, secure, ready to succeed in school, have available affordable, high quality child care and access to a preschool opportunity.

The Better Tomorrows partners are committed to working together and collaboratively developing a family centered support and service delivery system for children and families to help citizen’s lead happy, healthy and productive lives.

Better Tomorrows is pleased to offer funding to qualified organizations/agencies/groups. ***Proposals for funding must be targeted for 0–5 year olds.***

### **Eligibility:**

The applicant must be willing to sign a contract, complete required reports and provide a copy of their Certificate of Liability Insurance showing coverage of:

- General Liability – One million dollar per occurrence
- Workers compensation as required by Iowa law
- Automobile Liability – Two million dollar per occurrence, if transporting children
- Better Tomorrows Board must be listed as additionally insured.

### **Early Childhood Funding Guidelines:**

These funds are to be used to enhance quality child care capacity in support of parent capability to obtain or retain employment.

Examples of the type of activities allowable are as follows:

- Developing capacity for regular child care including recruitment of providers.
- Developing capacity for mildly ill child care.
- Developing capacity for second or third shift child care.
- Developing capacity for infant care.
- Providing training to center and home based providers to improve the quality of care. Training focus may include developmentally appropriate curriculum and activities, health and safety considerations, child development, nutrition, child abuse detection and prevention, guidance and discipline, cross-cultural competencies
- Assist providers in meeting licensing, registration or accreditation standards.
- Enhance linkages with Head Start, Early Head Start, child development programs and child care programs.

- Provide information in assisting parents to select a quality child care environment (comprehensive consumer education).
- Limited facility expenses are allowable to do minor remodeling to meet health and safety standards required by licensing or registration, ie: purchase of equipment, such as cribs for infants, installing required sink in infant room.
- Funds cannot be used to supplant child care stipends to eligible recipients.

### **School Ready Funding Guidelines:**

The School Ready Funds may be utilized to support a comprehensive school ready children plan designed by the local empowerment boards.

Examples of types of activities allowable are as follows:

- Comprehensive services for children ages 0–5 may include but are not limited to:
  - Preschool services
  - Parent support and education services including home visitation (*Per Tool FF – Home Visitation is per visit not per child*)
  - Child development services
  - Child day care services
  - Children’s health and safety services
- Sixty percent of all funds that the local board expends on family support programming must include a home visitation component. This includes all funds the local board has control over, federal, state and local.
- Funds cannot be used to purchase real estate or construction.

### **Budget Definitions:**

**Home Visitation Programs:** A per visit rate will be determined by providers providing home visitation services. An example to determine per visit rate would be to figure the total cost of your program for the past 3 years. Determine the total visits provided per year, for the past 3 years. Then get an average cost, average number of visits provided. Look at the 1<sup>st</sup> 6 months of the current fiscal year and see how many visits have been provided and double that number to get an estimated number of visits for the current fiscal year.

**Salaries/Wages:** Identify anyone to be paid from this grant. Give title of individual, percent of time he/she will devote to this project and the amount requested. Include staff time that will be devoted to providing supervision/consultation for direct service staff as well as staff providing administrative services.

**Personnel Benefits:** List any personnel benefits that are associated with the salary section. These could include Social Security, Workman’s Compensation, Unemployment Compensation and/or Health Insurance.

**Contracted Services:** Identify any contractual or consultant agreements that will be entered into as part of this grant to directly support implementation (e.g. transportation, child care). This section is not for services that indirectly support program operations. (e.g. accounting, data management). Provide an explanation of the contractor’s or consultant’s role. Provide hourly or daily rate for individual contract or consultant services, and the total cost of the contract/consultant.

**Travel:** Include costs for meals, lodging, ground transportation, airfare and/or mileage. While traveling in-state a maximum reimbursement of \$75 plus taxes per night for lodging. Meals will be reimbursed at rates not to exceed \$8 for breakfast, \$9 for lunch and \$18 for dinner (no alcohol) and includes tax and tip up to 15%. Costs for out-of-state travel will be handled on a case by case basis. Better Tomorrows will reimburse the least

expensive mode of transportation which will require written documentation reflecting that the lower rate was utilized.

**Mileage:** Personal mileage for the commute to and from office is not allowed. Itemize all mileage for Staff to perform primary duties or to attend training. For mileage use your agency's allowable reimbursement rate. Rate shall not exceed the federal IRS rate.

**Staff Professional Development:** Registration fee to attend training and conferences to increase staff knowledge and capacity. (Travel expenses to attend training are to be placed in Travel category.)

**Program Supplies:** Expendable office supplies, such as paper, pens, pencils, staples, etc. may be shown as a lump sum.

**Operational Expenses:** Operating expenses must be listed separately, such as rent, telephone, office machine rental, postage, etc.

**Other (please specify):** Items that reward or entice participation in program such as stipends, incentives, family meal. Or it can be used to explain budgetary items that do not readily fit in the other categories.

**Indirect Costs/Administration:** Administrative costs are those that are incurred for common or joint objectives and therefore cannot be identified readily and specifically in regard to a particular program, but are nevertheless necessary to the operations of the organization. For example the cost of operating and maintaining facilities, depreciation, fiscal agent, data management and supervisory support are generally treated as indirect costs. The applicant may charge an Administrative cost not to exceed 5% of the Sub-total. Multiply the Sub-Total by 5% to obtain the maximum administrative cost. Do not prorate expenses.

All budget requests must be submitted in writing to the Co-Directors. If the request involves 10% or less of the total budget being transferred between line items, the Co-Directors will be allowed to make the determination regarding the transfer of funds. If the request involves more than 10% of the total budget being transferred between line items, or if additional funding is needed, the Co-Directors will forward the request to the Better Tomorrows Board who will make the determination. The Better Tomorrows Board will approve any transfers in approved budget line items or increases in approved dollar amounts, prior to expenses being incurred.

### **Proposal Review Criteria/Awarding of Grants:**

Proposals will be awarded funding based on guidelines, Better Tomorrows priorities and availability of funds.

Proposal requirements:

- a. Services will be provided in Tama and/or Benton County.
- b. Target children 0–5 years old.
- c. Address which Better Tomorrows priority or priorities for which funding is requested.
- d. Address program/service need.
- e. Describe program/service.
- f. Describe program and anticipated participation and outcomes.
- g. Describe collaboration with other organizations.
- h. Include a 12-month project budget narrative (budget form included in application).
- i. **Application form must be utilized** when requesting funding (electronic copy of the application available).

**Deadline:**

**One original proposal** will need to be submitted *in writing* by **Wednesday, April 18, 2018** at 4:30 p.m. No applications will be accepted after this deadline. No verbal applications will be accepted.

**Questions:**

Questions about the grant process *must be e-mailed to both:*

Lori Johnson, Co-Director  
E-mail: [ljohnson@tamacounty.org](mailto:ljohnson@tamacounty.org)

Heidi Schminke, Co-Director  
E-mail: [director@bettertomorrowseci.org](mailto:director@bettertomorrowseci.org)

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

**Mail or hand deliver completed and signed RFP applications to:**

Lori Johnson, Co-Director  
Better Tomorrows ECI  
129 W. High Street  
Toledo, IA 52342  
641/484-4788

**Grant Process:**

After your written application is received it will be sent to the Funding Committee.

The Funding Committee will make recommendations to the Better Tomorrows Board. The Better Tomorrows Board will make the final decision on all funding.

If awarded funding, provider/agency will be required to sign a contract and provide a Certificate of Liability Insurance listing Better Tomorrows Board as additionally insured. Funding is contingent upon the state available funds and may be cut if needed.

**General Information for Your Proposal:**

This proposal will be for the provision of the following:

- Providing services to families with children ages 0–5 years of age.

**Appeal Process:**

Applicants have the right to appeal the funding decisions based upon a showing that the policies and procedures governing the grant selection process have not been properly applied. The appeal process begins on the date the written notification was sent to the applicant of the Board’s decision. Appeals should be in writing and e-mailed to Heidi Schminke, Better Tomorrows Secretary, at [director@bettertomorrowseci.org](mailto:director@bettertomorrowseci.org) within ten (10) working days of the date of the e-mail notification of funding decisions to the applicant. It is the responsibility of the applicant to assure appeals are e-mailed on or before the tenth (10<sup>th</sup>) working day of the appeal process. Appeals e-mailed after the tenth (10<sup>th</sup>) day will not be reviewed.

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

**Length of Commitment:**

Contracts for fiscal services will be written for a one-year (1) term. Subsequent agreements will be contingent upon the Better Tomorrows recommendation of any future proposals and subsequent action of the Board. Funding is contingent upon the state available funds and may be cut if needed.