Johnson County Empowerment/Early Childhood Iowa Board

Thursday, October 20 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.
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. **Board Outerwear Drive (Angel)**
5. **Neighborhood Centers Family Support Presentation**
6. **Indicator Review Presentation**
7. **FY23 Targeted RFPs update**
8. **Bylaws Review [Board Action]**
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: December 1, 2022

BOARD REPORT OF EXPENSES
August 2022

Payee	Period	Invoice Date	SR	EC	Non-Grant
Clerk SR	July	6/30/2022	$636.13		
Clerk SR	July	7/31/2022	$663.11		
VISA Early Learning Conference	July	7/28/2022	$120.00		
VISA Conference in DC	July	7/28/2022	$300.00		
JCPH Dental	June	6/30/2022	$5,418.76		
JCPH CCNC	June	6/30/2022	$250.00		
NCJC FSP	June	6/30/2022	$23,465.00		
NCJC Group	June	6/30/2022	$2,759.30		
Uay FSP	June	6/30/2022	$5,742.00		
ECC QI	July	6/30/2022	$4,688.53		
ECC QI	July	7/31/2022	$5,484.58		
ARC	May	6/30/2022	$681.26		
Melrose Daycare	July	8/1/2022	$111.12		
4Cs RHSS	June	6/30/2022	$535.00		
NCJC Wrap	June	6/30/2022	$5,116.06		
HACAP	June	6/30/2022	$5,312.52		
ARC	June	6/30/2022	$206.55		
UAY PNP	June	6/30/2022	$3,500.00		
RVAP	June	6/30/2022	$1,463.94		
4CS Provider Support	May	6/30/2022		$2,340.90	
4Cs PS	June	6/30/2022		$5,137.45	
4Cs PEPB	June	6/30/2022		$81.60	
Grant Wood	June	6/30/2022		$13,199.83	
NCJC Welcome	June	6/30/2022		$538.63	
NCJC Welcome	June	6/30/2022		$4,149.59	
Clerk EC	July	6/30/2022		$313.32	
Clerk EC	July	7/31/2022		$326.61	
Amazon	August	8/1/2022			$298.36
VISA Walmart	July	7/28/2022			$162.00
TOTAL			$66,453.86	$26,087.93	$460.36

BOARD REPORT OF EXPENSES
SEPTEMBER 2022

Payee	Period	Invoice Date	SR	EC	Non-Grant
Clerk Salary	Aug	8/31/2022	$861.41		
AECI Dues	Sep	9/5/2022	$911.00		
CCNC	Aug	9/6/2022	$108.00		
NCJC PAT	July	8/1/2022	$22,360.00		
UAY FSP	July	8/18/2022	$6,309.24		
UAY FSP	Aug	9/8/2022	$7,682.55		
NCJC FSP	Aug	9/15/2022	$25,580.00		
ECC Salary	Aug	8/31/2022	$285.69		
Kids Point	July	8/31/2022	$272.72		
NCJC Wrap SR	Aug	9/15/2022	$2,920.75		
ECC Salary	Aug	8/31/2022	$1,214.19		
Amazon Car Seats	Sep	9/4/2022	$149.97		
Amazon Safe Sleep	Sep	9/4/2022	$759.90		
Amazon Car Seats	Sep	9/2/2022	$815.90		
Amazon Car Seats	Sep	9/16/2022	$850.48		
NCJC Wrap EC	July	8/1/2022		$3,895.81	
Home Ties	July	8/1/2022		$4,250.00	
HACAP	July	8/4/2022		$5,104.19	
Amazon Safe Sleep	Sep	9/11/2022		$87.30	
Amazon Car Seats	Sep	9/6/2022		$223.24	
HACAP	Aug	9/8/2022		$5,208.36	
Home Ties	Aug	9/13/2022		$4,250.00	
AEA	Aug	9/13/2022		$4,315.76	
Clerk and ECC Salary	Aug	8/31/2022		$6,066.68	
Amazon Credit	Aug	8/1/2022			-$73.19
TOTAL			$71,081.80	$33,401.34	-$73.19

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

STATEWIDE UPDATES:

- **State Early Childhood Iowa**
  - The state ECI team is applying for a federal Preschool Development Grant grant for the state.
  - The Association of Early Childhood Iowa Area Boards and Advocates is holding their annual meeting on November 10. Cheryl and I plan to attend.

LOCAL UPDATES:

- **General**
  - **Website:** Our website has been moved to the County site. You can check it out at: https://johnsoncountyiowa.gov/empowerment . I am working on having our previous domains redirect to the new site.
  - **Expense Report:** Our August and September 2022 expense reports are in your board packet.
- **Programs**
  - **School Ready Scholarships:** We have 10 children who are eligible for scholarships. 2 of those are still searching for preschools with open slots.
  - **Dental:** We now have a contract in place for the dental voucher program.
  - **Car Seats and Safe Sleep:** Due to dramatically increased demand and the limited hours I have to staff the car seat and safe sleep programs we are trying a new format. We will hold bimonthly car seat check events (when we have seats available) where we will teach parents to install car seats and distribute new seats on a first come first served basis to eligible families. When we have pack n plays available we will hold safe sleep events where we provide education to families as a group and distribute pack n plays to eligible families. Our next car seat check is scheduled for Saturday October 22nd 9am-3pm at the Health and Human Services building. I welcome any of you that would like to volunteer at the event for any length of time.
- **Committees**
  - **Early Ed Work Group (Joan and Cheryl board liaisons):** Meets on the last Monday of the month 2:30-3:30 pm.
  - **Parent Ed Work Group (Emily board liaison):** Meets on the first Monday of every other month 1-2 pm.
  - **Health Work Group (Susan board liaison):** Meets on an as needed basis.
- **Community Collaboration**
  - **Child Care Wage Supplement:** I am collaborating with Social Services and the Iowa City Area Business Partnership on looking into developing a wage supplement program for Johnson county childcare workers. This approach has been effective in childcare worker retention in other ECI areas.
  - **Diaper Distribution:** Debbie Ackerman who is now working at HACAP is interested in coordinating a diaper distribution event. I will work with her on that.
- **Resource Links**
  - Website https://johnsoncountyiowa.gov/empowerment
  - State ECI website https://earlychildhood.iowa.gov/
  - Facebook https://www.facebook.com/JohnsonCountyEmpowerment/
  - Twitter https://twitter.com/JohnsonCountyE1

Respectfully submitted Sam Turnbull October 20, 2022

Johnson County Empowerment/
Early Childhood Iowa

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

Due October 28, 2022
4:00 pm CST

Issued: **October 7. 2022**

Contact: Sam Turnbull
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 to Increase Immigrant/Refugee Owned/Operated Child Care Homes

OVERVIEW

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

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

CONTACT INFORMATION

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

FUNDING SERVICE OBJECTIVES

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

PROGRAM REQUIREMENTS

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

RFP TIMELINE

October 7, 2022
RFP Issued to the public. Application materials available online at www.jcempowerment.com. and https://www.johnsoncountyiowa.gov/bids-and-proposals Application materials may also be requested by phone, email, or letter by contacting Sam Turnbull Johnson County Empowerment/ECIA at 855 S. Dubuque St.; Suite 202B, Iowa City, IA 52240; phone: 319-356-6090; email: empower@johnsoncountyiowa.gov

October 24, 2022 at 4pm
Last day to submit questions. Direct all questions about this RFP in **writing**, to Sam Turnbull at 855 S. Dubuque Street, Suite 202B, Iowa City, IA 52240 or empower@johnsoncountyiowa.gov. All questions and answers will be posted online at https://docs.google.com/document/d/1VH4xJD8YSFKfxOIbhJ8iolEbq10p7Tkdvs8n-Sc2ue0/edit?usp=sharing

October 28, 2022 at 4pm
Proposals due Email an electronic copy of the proposal (empower@johnsoncountyiowa.gov). Proposals received after the deadline will not be considered for funding.

December 1, 2022
Preliminary funding decisions by Johnson County Empowerment/Early Childhood Iowa Area Board.

January 1, 2023
Contract period begins

APPLICATION REQUIREMENTS

How to Submit an Application

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

Email electronic copies to empower@johnsoncountyiowa.gov

How Applicants are Selected for Funding

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

Award Process

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

FUNDING

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

GENERAL EXPECTATIONS

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

Unallowable expenses

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

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

CONTRACT ADMINISTRATION:

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

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

Attachments/Appendices to this RFP

Funding Application (fillable PDF)
Budget worksheet (excel spreadsheet)
Appendix 1 – Scoring Sheet and Review Matrix
Appendix 2 – Early Childhood Iowa ECI Statewide Performance Measures Tool O

DUE: 10/28/22
***Limit response to space provided**

Cover Page (4pts)

Provider/Agency Name

Address

Contact Person 1

Email

Phone

Contact Person 2

Email

Phone

Proposed Program Name

Total Amount Requested

Provider Qualifications (20pts)

Provider/Agencies background and experience in providing this service. Why is agency uniquely qualified to provide service?

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

Program Description (48pts)

Program purpose, services and activities

Program Evaluation (20pts)

Baseline Data-

• # of Johnson County in-home programs meeting a quality initiative (QRS 3-5 or IQ4K 1-5)

• # of Johnson County Registered Child Development Homes

• # of Johnson County Child Care Homes

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

• # of visits by a consultant

• # of programs served

• # of programs served meeting a quality initiative (QRS 3-5 or IQ4K 1-5)

• # of programs that set a goal

• # of programs served that meet the goals set

• # of programs served that became DHS Registered Child Development Homes

• # of programs served that became Child Care Homes

• # of programs served that enrolled children receiving child care assistance

• # of programs that complete Essentials

•# of programs that complete Essentials in their native language

Budget (16pts)

*complete attached excel budget sheet **January 1, 2023 and June 30, 2023**

Budget Narrative-Use this space to explain details of the budget (have other revenue sources been secured including in kind donations, how would JCE/ECIA funding fit in with the other funding sources? Administrative costs are limited to 8% of total direct expenditure request.

I understand that grant payments will be processed only after submission of an invoice and supporting documentation.

☐ Yes ☐ No

Our program has sufficient cash flow to operate with delayed payments.

☐ Yes ☐ No

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

Reviewer Initials Program Name

Cover Page

Does not meet expectations		Acceptable		Excellent
0	1	2	3	4

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

Priority Rating *see scoring matrix for definitions Total Points /108

Scoring Matrix

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

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

FY23 RFP Priority Levels

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

Early Childhood Iowa

ECI Statewide Performance Measures –
Effective July 1, 2021
Tool O

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

Direct Service Types

Car Seat Safety	**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	**Crisis/Emergency Care**	**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

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	**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	**Infant and Early Childhood Mental Health Consultation**	**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 attended • Race of primary caregiver • Ethnicity of primary caregiver • Marital status primary caregiver • Household size • Federal Poverty Level • Education level of primary caregiver
Quality/Efficiency	• # and % of children, prenatal-5 years, that are age eligible and screened for developmental delays • # of those children screened that your program referred to early intervention services • # of newly enrolled families and # and % of newly enrolled families that meet one or more of FS eligibility criteria (income at or below 200% FPL, one or more parents with high school diploma or less, and/or one or more children (0 - 5) have IFSP or IEP)
Outcomes	• % of participating families that improve or maintain healthy family functioning, problem solving and communication • % of participating families that increase or maintain social supports • % of participating families that are connected to additional concrete supports % of participating families that increase knowledge about child development and parenting • % of participating families that improve nurturing and attachment between parent and child

Johnson County Empowerment/
Early Childhood Iowa

Request for Proposals Packet
Supported Childcare for Medically Complex Children
Funding for January 1, 2023-June 30, 2023

Due October 28, 2022
4:00 pm CST

Issued: **October 7. 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 Supported Child Care for Children with Complex Medical Needs

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. 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. Specifically this funding is intended to increase the availability of quality early education to children with complex medical needs. **All funding requests must fit within theEarly Care & Education Supportive Services service type listed in Early Childhood Iowa Tool O (appendix 2) and address the Johnson County Empowerment/Early Childhood Iowa Area Board identified Results Area of Secure and Nurturing Early Education Environments and Priority of Increasing the accessibility and availability of quality early education**. Funds are for the period of January 1, 2023 through June 30, 2023 and are eligible for renewal.

A total of **up to $26,200** is available through this RFP. The Johnson County Empowerment/ECIA Board reserves the right to withdraw or alter this request for proposals and/or subsequent contracts at any time and for any reason, including official action affecting funding of the Early Childhood Iowa (ECI) Initiative.

CONTACT INFORMATION

Direct all questions about this RFP in **writing**, to Sam Turnbull at 855 S. Dubuque Street, Suite 202B, Iowa City, IA 52240 or empower@johnsoncountyiowa.gov. All questions and answers will be posted online at https://docs.google.com/document/d/1kVvd-Ukm3uS166dgCPfVDHtTTIDQr8cL64JQSbQyWC4/edit?usp=sharing

FUNDING SERVICE OBJECTIVES

- Increase availability of child care spaces for children with complex medical needs
- Increase quality of early education provided to children with complex medical needs
- Increase skill levels of child care center staff serving children with complex medical needs through training and consultations related to those needs
- Support retention and recruitment of high quality staff by providing incentives for child care center staff working with medically complex children

PROGRAM REQUIREMENTS

- Work with Child Care Nurse Consultant (CCNC)
- Participate in IQ4K system and work towards a higher quality rating unless the highest rating is already achieved
- Participate in Iowa's Child Care Assistance Program

RFP TIMELINE

October 7, 2022
RFP Issued to the public. Application materials available online at www.jcempowerment.com. and https://www.johnsoncountyiowa.gov/bids-and-proposals Application materials may also be requested by phone, email, or letter by contacting Sam Turnbull Johnson County Empowerment/ECIA at 855 S. Dubuque St.; Suite 202B, Iowa City, IA 52240; phone: 319-356-6090; email: empower@johnsoncountyiowa.gov

October 24, 2022 at 4pm
Last day to submit questions. Direct all questions about this RFP in **writing**, to Sam Turnbull at 855 S. Dubuque Street, Suite 202B, Iowa City, IA 52240 or empower@johnsoncountyiowa.gov. All questions and answers will be posted online at https://docs.google.com/document/d/1kVvd-Ukm3uS166dgCPfVDHtTTIDQr8cL64JQSbQyWC4/edit?usp=sharing

October 28, 2022 at 4pm
Proposals due via email electronic copy of the proposal (empower@johnsoncountyiowa.gov). Proposals received after the deadline will not be considered for funding.

December 1, 2022
Preliminary funding decisions by Johnson County Empowerment/Early Childhood Iowa Area Board.

January 1, 2023
Contract period begins

APPLICATION REQUIREMENTS

How to Submit an Application

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

Email electronic copies to empower@johnsoncountyiowa.gov

How Applicants are Selected for Funding

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

Award Process

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

FUNDING

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

GENERAL EXPECTATIONS

- Programs will serve Johnson County 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.

Unallowable expenses

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

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

CONTRACT ADMINISTRATION:

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

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

Attachments/Appendices to this RFP

Funding Application (fillable PDF)
Budget worksheet (excel spreadsheet)
Appendix 1 – Scoring Sheet and Review Matrix
Appendix 2 – Early Childhood Iowa ECI Statewide Performance Measures Tool O

DUE: 10/28/22
***Limit response to space provided**

Cover Page (4pts)

Provider/Agency Name

Address

Contact Person 1

Email

Phone

Contact Person 2

Email

Phone

Proposed Program Name

Total Amount Requested

Provider Qualifications (20pts)

Provider/Agency's background and experience in providing this service. Why is agency uniquely qualified to provide service?

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

Program Description (48pts)

Program purpose, services and activities

Program Evaluation (20pts)

Baseline Data- existing program data

- # of children currently served with complex medical needs

- QRS or IQ4K level:

- # of staff trained in caring for medically complex children (examples-target towards needs of children in your center- tube feedings, oxygen supplementation, trach care, seizure disorders, mobility disabilities, catheters)

- Average length of staff employment

Goals of program- goals for proposed program between January 1, 2023 and June 30, 2023

• # of children with complex medical needs to be served

• QRS or IQ4K level:

• # of staff trained in caring for medically complex children (examples-target towards needs of children in your center- tube feedings, oxygen supplementation, trach care, seizure disorders, mobility disabilities, catheters)

• Average length of staff employment

• staff job satisfaction (pre and post)* attach tool if developed and describe plan for evaluation

• staff assessment of their competence and confidence in caring for children with complex medical needs.*attach tool if developed and describe plan for evaluation

Other performance measures required in quarterly reports-

• # 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

• # of children demonstrating age appropriate skills as assessed by the ASQ-3

• # of children demonstrating age appropriate skills as assessed by the ASQ:SE

Budget (16pts)
*complete attached excel budget sheet **January 1, 2023 and June 30, 2023**

Budget Narrative-Use this space to explain details of the budget (have other revenue sources been secured including in kind donations, how would JCE/ECIA funding fit in with the other funding sources? Administrative costs are limited to 8% of total direct expenditure request.

I understand that grant payments will be processed only after submission of an invoice and supporting documentation.

☐ Yes ☐ No

Our program has sufficient cash flow to operate with delayed payments.

☐ Yes ☐ No

APPENDIX 1

JCE/ECIA FY23 Targeted 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

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

Priority Rating *see scoring matrix for definitions Total Points /108

Scoring Matrix

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

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

FY23 RFP Priority Levels

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

Early Childhood Iowa

ECI Statewide Performance Measures –
Effective July 1, 2021
Tool O

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

Direct Service Types

Car Seat Safety	**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	**Crisis/Emergency Care**	**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

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	**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	**Infant and Early Childhood Mental Health Consultation**	**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 attended • Race of primary caregiver • Ethnicity of primary caregiver • Marital status primary caregiver • Household size • Federal Poverty Level • Education level of primary caregiver
Quality/Efficiency	• # and % of children, prenatal-5 years, that are age eligible and screened for developmental delays • # of those children screened that your program referred to early intervention services • # of newly enrolled families and # and % of newly enrolled families that meet one or more of FS eligibility criteria (income at or below 200% FPL, one or more parents with high school diploma or less, and/or one or more children (0 - 5) have IFSP or IEP)
Outcomes	• % of participating families that improve or maintain healthy family functioning, problem solving and communication • % of participating families that increase or maintain social supports • % of participating families that are connected to additional concrete supports % of participating families that increase knowledge about child development and parenting • % of participating families that improve nurturing and attachment between parent and child

By-Laws of the
Johnson County Empowerment Board

Article I: Name

The name of this organization shall be the Johnson County Empowerment Board (hereinafter the Board).

Article II: Purpose

The Board is duly organized under 2010 Iowa Acts, SF 2088, Sections 281 – 310. The purpose of the Board is to oversee and coordinate collaborative services for children and families in Johnson County. The initial emphasis will be delivery of services to children age 0-5. The long-term purpose will be to improve the efficiency and effectiveness of services in the areas of education, health, and human services for persons of all ages.

Article III: Membership

Section 1 - Qualifications. The Board shall consist of a membership of seven (7) to seventeen (17) members. Members shall be elected officials or members of the public who are not employed by a provider of services to or for the Board. The membership of the Board shall include representation from early care, education, health, human services, business, and faith interests, and at least one parent, grandparent, or guardian of a child from zero through age five. A representative from the Fiscal Agent may participate as a member of the Board and committees. This person shall be permitted full voting rights and membership, if they are a current elected official during the entirety of their term, otherwise they will be granted full ex-officio status and membership on the Board. The representative of the fiscal agent is expected to meet and adhere to all membership requirements, as prescribed by Early Childhood Iowa (ECI), the State of Iowa, and as outlined in Iowa Code Chapter 256i, the ECI Tools, and these by-laws; unless otherwise specified. Members serving terms when these by-laws are adopted may serve out the remainder of their term as allowed by Iowa law.

Section 2 - Selection of Members. Criteria for selection of candidates for the Board will be proposed each year by the Nominating Committee and ratified by the Board. These criteria will not exclude any otherwise eligible applicant from consideration, but will be used for targeted recruitment purposes and to narrow the number of applicants who appear on the final ballot. Criteria will be selected to help meet Board needs for diversity and will be distributed with the application form. The Board shall comply with federal, state, and local laws which prohibit discrimination on the basis of gender, gender identity, sexual orientation, age, race, disability, creed, or national origin. Board membership is in accordance with 2010 Iowa Acts, SF 2088, Sections 281 – 310.

Section 3 - Compensation. Members shall serve without compensation. Members may be reimbursed for child care or travel expenses related to attending Board meetings, as established by the Board, if funds are available.

Section 4 - Orientation for New Members. Prior to the first regular meeting following their appointment, new members shall be provided with copies of the Community Plan, by-laws, annual reports, and other documentation that would be useful to Board members in carrying out their duties. The Chairperson (or designee) will be responsible for orientation. A mentor from among the continuing Board members will be assigned to each new Board member and will assist with the orientation.

Section 5 - Absences. Three unexcused absences in one year shall result in member's removal from the Board. Exceptions shall be subject to approval by the officers.

Section 6 - Vacancies. The Board may choose to fill any vacancy on the Board. The Nominating Committee is charged with recruiting applicants to fill vacant positions and with submitting a slate of candidates to the Board. Board membership will be attained by all candidates who receive more than a simple majority of the Board vote. When there are more candidates than vacancies, those vacancies will be filled by those candidates receiving the greatest number of votes. Standing and ex-officio membership vacancies shall be filled by the entity associated with said vacancy and not count against quorum while vacant.

Section 7 – Elections & Terms. The Board as identified in Article III, Section 2 shall be elected for staggered three-year terms. Board members shall elect individuals to replace members who have served their term. The Secretary will maintain a record of terms. No persons shall serve more than three consecutive three-year terms.

Section 8 - Resignations. Resignations shall be submitted in writing to the Chairperson of the Board at least 30 days prior to the date of intended departure.

Section 9 – Committees & Work Groups. In addition to participation at Board meetings, each member is encouraged to participate on a Committee or Work Group.

Article IV: Officers

Section 1 - Officers. The officers of this Board shall be a Chairperson, Treasurer, and Secretary, each of whom shall be elected by the members of the Board. The Board may have a Vice Chairperson, elected by the members of the Board, as membership allows.

Section 2 - Election and Term of Office. Officers of the Board shall be elected biennially at the first regular meeting in September (of years when terms have/will expire). If the election of officers cannot be held at this meeting, such election shall be held as soon thereafter as is possible. Officers may serve no more than three consecutive two-year terms.

Section 3. - Chairperson. The Chairperson shall, when present, preside at all meetings; appoint committees; call special meetings; perform duties as prescribed by the membership; and, in general, perform all duties inherent to the office of a Chairperson. The Chairperson shall carry out all functions in consultation with other officers. The Chairperson shall ensure that the duties of any officer vacancy are fulfilled until a suitable replacement is installed. The Chairperson may participate as an ex-officio member of any standing committee.

Section 4. – Vice Chairperson. When a Vice Chairperson has been elected, the Vice Chairperson shall perform the following duties. In the absence of the Chairperson, or in the event of death, inability or refusal to act, the Vice Chairperson shall perform the duties of the Chairperson and when so acting will have all the powers of and be subject to all of the restrictions upon the Chairperson.

Section 4 - Treasurer. In the absence of the Chairperson and Vice Chairperson, or in the event of death, inability or refusal to act, the Treasurer shall perform the duties of the Chairperson and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson. Working with the fiscal agent, the Treasurer shall have the responsibility for assuring that all deposits and properly authorized expenditures are made in a timely manner,

using appropriate accounting practices. The Treasurer shall present financial reports to the Board as requested.

Section 5 - Secretary. The Secretary shall have the responsibility of ensuring that the Board's minutes are complete, accurate, and are circulated as prescribed. The Secretary, in the absence of the Chairperson, Vice Chairperson, and Treasurer, shall perform the duties of the Chairperson and when so acting shall have all the powers of and be subject to all the restrictions upon the Chairperson. The Secretary shall be responsible for the Nominating Committee and maintaining board membership.

Section 6 - Vacancies. A vacancy in any office because of death, resignation, removal, disqualification or other cause shall be filled by the members for the unexpired portion of the term. The Nominating Committee shall solicit nominations from the Board for officer vacancies and hold elections for the vacant positions(s) as quickly as possible after the vacancy occurs.

Article V: Meetings and Records

Section 1 - Meetings. Meetings shall be conducted pursuant to the open meetings and open records laws.

Section 2 - Regular Meetings. Regular formal meetings of this Board shall be held at least quarterly.

Section 3 - Special Meetings. Special meetings of the members may be called by the Chairperson and, at the request of three or more members of the Board, shall be called by the Chairperson.

Section 4 - Electronic Meetings. Meetings may be conducted by electronic means in compliance with Iowa Code Section 21.8.

Section 5 – Time and Place of Meetings. Regular formal meetings shall be held at a time agreeable to all members and in a location accessible to persons with disabilities.

Section 6 - Notice of Meetings. Public notice of regular and special meetings of the Board shall be required; notice for all meetings must be given not less than twenty-four (24) hours in advance of the meeting. A notice of the meeting shall be posted pursuant to Iowa Code Chapter 256i. Meeting notices can be found on the Board's website. Board agendas are developed by the Executive Committee and shall be reviewed by the Chair prior to being published. To request an agenda item for the Board, requests must be received by the Executive Committee at least 2 weeks prior to the Board meeting.

Section 7 - Quorum. A simple majority (50% plus 1) of current voting members shall constitute a quorum at any meeting.

Section 8 - Proxies. There shall be no vote by proxy.

Section 9 - Public Discussion. Time shall be made available during all regular formal meetings for open public discussion.

Section 10 - Order of Business. Business shall be conducted by modified consensus. The Board shall seek consensus and if consensus cannot be reached in a timely manner, the Board

will use standard parliamentary procedures. In all situations, the vote of each member will be recorded.

Section 11 - Conflict of Interest. A member who believes they have a conflict of interest on a matter before the Board shall state the reason for the conflict of interest and refrain from participating in decision making. Board members must declare any and all conflicts of interest including perceived conflicts of interest. Any member that has a conflict of interest shall abstain from decision making. Board members shall govern themselves accordingly during the discussion/debate of the issue in which they have a conflict of interest (real or perceived). Annually, Board members will sign an agreement to abide by the conflict of interest policy. Specific conflict of interest for an agenda item will be disclosed at each meeting.

Section 12 - Voting. A majority of votes cast at any meeting at which a quorum is present shall be decisive of any motion or election.

Upon request, voting will be by roll call and will be recorded by yeas, nays, or abstentions. Every member of the Board, except the Chairperson, is required to cast a vote upon each motion. In case of a tie vote, the Chairperson will cast the deciding vote.

Section 13 – Records. Records of all Board, Committee, and Work Group meetings are on file in the Empowerment office. All public records are subject to Iowa's Open Records Law. Current meeting minutes can be found on the Board's website.

Article VI: Responsibilities and Authority

Section 1 - Fiscal Management. The Board will designate a public agency of this State, as defined in Section 28E.2, to be the fiscal agent for grant money and other monies administered by the Board.

The fiscal agent will administer Early Childhood Iowa grant monies available from the State to the Empowerment Board as provided by law and any other monies made available from federal, state, local, and private sources.

Section 2 - Annual Report. The officers shall be responsible for the preparation of the annual report. This report shall include, but is not limited to, all state required performance measures, the effectiveness of the grant program and the Board's effectiveness in achieving state and locally determined goals.

Article VII: Standing Committees

The following committees have been approved by the Board to carry out responsibilities of the Empowerment legislation.

Section 1 – Chairs of Standing Committees: Chairs of all standing committees shall be members of the Board and shall be determined by each committee.

Section 2 – Executive Committee: The Committee shall be comprised of the officers of the Board, the immediate past chair (if unable to serve, an immediate past officer may be selected), and the representative of the fiscal agent. The Committee shall be responsible for giving guidance to the Board in setting the Board's direction. The Committee shall assure staff support and oversight and, with staff, assure compliance with operating policies and procedures.
The Committee oversees all Board finances including the Early Childhood Iowa Grants and other funds received by the Board, and maintains fiscal accountability.

Section 3 – Nominating Committee: The Committee shall consist of three members. The [illegible] will be the Secretary of the Board and two Board members. One of the Committee [illegible] a past or present consumer of Board services. The Committee shall be [illegible] appointed by the Executive Committee and approved by the Board [illegible] Committee will coordinate and oversee the recruitment and election of new Board members and officers; coordinate and oversee any special election of Board members that may be required; and develop and/or compile materials needed for the recruitment and election of Board members and officers.

Section 4 - Other Committees and Community Work Groups: The Board may establish such standing or ad hoc committees and work groups as the Board believes will help to carry out its responsibilities. The chair will be determined by each committee or work group. Each committee, work group, and advisory group will have representation from the Board. The Board may also establish advisory groups which, at the discretion of the Board, may be given voting or ex-officio representation on the Board. The Board may designate an advisory council consisting of persons employed by or otherwise paid to represent an entity listed in Article III Section 2 or other provider of service. All committees, work groups, and advisory groups will report to the Board, which will retain final and complete authority.

Article VIII: Appeal Process

A written appeal process is on file in the Empowerment office.

Article IX: Amendments

These by-laws may be altered, amended, or repealed, and new by-laws adopted by an affirmative vote of not less than two-thirds of the members of the Board present. All grammatical, numerical references, content, or other verbiage that is changed in any Article shall be automatically updated throughout the other Articles to ensure consistency and accuracy of content. Any proposed change needs to be submitted in writing to all members 14 days prior to a vote at a regular meeting or at any special meeting called for that purpose.

Chairperson

Adopted: 02/25/99

Amended: ~~10/07/99~~ 01/03/02 07/10/03 03/04/04 07/01/04 09/07/06

01/10/08 10/02/08 01/08/09 12/03/09 12/16/10 10/20/11 10/18/12

11/29/12 07/18/13 10/19/17 08/15/19 3/25/21