Together Tor Families (T4F)

Email: nichildrensalliance@gmail.com

FY27 Request for Proposal (RFP)

General instructions for all NEW applications, regardless of program type.

TIMELINE:

Request for Proposal Release: April 27th, 2026

Proposals Due: May 14th, 2026

Contract Awards: May 2026

Late Applications Will Not Be Accepted

ANTICIPATED CONTRACT TERM

July 1st, 2026-June 30th, 2027

T4F

FY27 Request for Proposal

The Bremer, Butler, Franklin and Grundy County Early Childhood Area (T4F) Board has agreed to distributed this Application for Early Childhood Iowa funds in Fy27. This will establish uniform guidelines and procedures for soliciting grant proposals from early childhood providers in the Bremer, Butler, Franklin and Grundy County area, who provide services to children aged prenatal through five. Contingent upon receipt of Early Childhood Iowa Funding from the State of Iowa. The T4F Board is announcing the Request for Renewal for 2027 program funding.

Our Purpose

The purpose of the T4F Early Childhood Area Board is to empower and enable local citizens to lead collaborative efforts involving education, health, and human service programs on behalf of the children, families, and other citizens residing Bremer, Butler, Franklin and Grundy County counties. The goal of the T4F Early Childhood Area is to have its activities improve the quality of life for families with children aged prenatal through five.

Early Childhood Initiative

Early Childhood Iowa was established by Iowa state legislation during the 1198 session to create a partnership between communities and state government with an emphasis on improving the well-being of families with young children. Services funded by ECI areas shall be high-quality, accessible, and sustainable. The statewide initiative promotes five key priority result areas, which include:

- Healthy Children
- Secure and Nurturing Families
- Safe and Supportive Communities
- Secure and Nurturing Environments
- Ready to Succeed in School

Issuing Officer

The issuing Officer is the sole point of contact regarding the RFP from the date of insurance until selection of the successful bidders. There shall be no communication regarding this RFP with any T4F Board Member during the procurement process. Attempts to do so may negatively impact the grant award. The Issuing Officer for this RFP is Lacey Waller, T4F Director. Email: nichildrensallilance@gmail.com

Program Eligibility

To be considered eligible for funding, the applicant must:

- Limit services to Bremer, Butler, Franklin and Grund County residents.
- Be a not-for-profit entity or group 501(C)(3) or substantially meet the requirements to be certified as a not-for-profit or have a not-for-profit administer the funding; local governments, churches, and schools.
- Possess as target audience of families with children from prenatal to age five who reside in Bremer, Butler, Franklin and Grundy County Iowa.
- Work with families who meet eligibility criteria. Eligibility is generally based on residency, child's age, and family needs, with priority often given to families experiencing risk factors such as low income, limited access to resources, or developmental concerns. Specific eligibility requirements may vary by service.
- Demonstrate efforts to secure additional funding sources equal to at least 15% of the requested amount. The T4F Board is not intended to be the sole source of funding. Outside sources include matching funds from other funding sources, community grants, donors, or parent payments for only those being served in the grant proposal.
- Demonstrate a commitment and ability to comply with all reporting requirements and relevant state and federal laws, including all rules and policies implemented by the T4F board and the Early Childhood Iowa State Board.
- Successfully demonstrate a plan to provide services around the Early Childhood Iowa Tool O.
- Applicant agencies must submit a separate proposal for each program and may not submit a single application for multiple programs. A program that serves all three counties may submit a single application.

Ineligible Applicants

- Entities without an EIN cannot receive state funding.
- Applicants seeking funding for a one-time purchase or a single activity should complete an RFP.
- Family Support Home Visitation Programs.
- ECI funding may not be used for construction, building purchases, or major facility renovations.

Criteria for Requests

1. Demonstrate that the applicant's project was developed to meet the T4F Board Priorities and Strategies and the T4F Early Childhood Area Board's Community Plan and ultimately link to the Early Childhood Iowa Strategic Plan.

2. Qualifies under guidelines for Early Childhood Iowa Funding Tool G. It is recommended that each application review Tool G prior to submitting their request.
3. Incomplete applications and attachments may negatively impact grant awards.
4. Recommendation for funding based on the following:
    - The program's ability to implement a plan to meet identified needs or gaps in services, which includes a clear program evaluation component, achieve program goals, and assess program outcome measures.
    - Services provided to Bremer, Butler, Franklin and Grundy County children, prenatal-5 years- including number served and cost of the service.
    - Proof of quality practices being implemented by the program or service using evidence-based materials, programming, and qualified personnel.
    - Collaboration with other agencies or community services and/or T4F-funded programs.
    - Overall value and impact of the project.

Grant Procedure

- Interested programs must submit the online application form by the timeline listed above. Late applications will not be considered. All applications are due by May 14th, 2026 at 4:00pm.
- Applicant agencies must submit a separate proposal for each program and may not submit a single application for multiple programs. A program that serves all three counties may submit a single application.
- Requests will be reviewed by the T4F Area Board for review and determination of award. Applications will be notified of the decision proceeding the T4F's May board meeting.
- Incomplete applications may be negatively impacted.

To Submit a Request

1. Compte the form: Insert RFP Google Doc.
    a. Complete the Project Budget Form. To request a Project Budget Form please email Lacey Waller at nichildrensalliance@gmail.com. **The project budget form is due the same day of your RFR submission.** May 14th, 2026 is the RFP submission deadline.
2. Submit the following attachments.
    - Proof of License or Accreditation (Separate attachment)
    - Proof of Liability Insurance for your program and all subcontractors (separate attachment)
    - Project Budget Form.

Budget Instructions

The Budget form is in Excel and includes some embedded basic addition formulas. The Budget form is not locked to allow programs to add narrative space as needed. Headings, required categories, and the general layout of the Excel sheet should not be altered. For technical assistance or help with the budget, please contact the issuing officer.

The program budget should be calculated based on the estimated expenses of the project for the proposed contract period. Provide a detailed narrative for each line item in the space identified on the Excel form. Show the math that justifies the total line item requested.

Salaries and Benefits: Saff salary, benefits associated with the salary such as Social Security, workers compensation, unemployment insurance, health insurance, paid leave, and other benefits.

Contract Services: These are services that are outsourced by the applicant in which a fee may be contracted.

Professional Development: To be used for training, workshops, and conferences that are relevant to the scope of services and or early childhood development. Training information, included dates, times, and locations, shall be provided with the voucher. The participant must be in a funded position by ECI Funds. Expenses are only reimbursed after the event has taken place.

Travel: Hotel and mileage are reimbursed at the State of Iowa DAS current rate. Food is a non-allowable expense. In-State Travel | Iowa Department of Administrative Services

Certification of the lodging provider's Human Trafficking Prevention Training is required if using public funds. Procedure 210.205. Beginning January 1, 2022. Prior to expending or committing public funds for a purpose described below, a public employer or a public employee shall confirm a lodging provider's current certification status on the website found at Stop Human Trafficking Iowa | Stop Human Trafficking Iowa. Public employers and employees are prohibited from committing or spending public funds at non-certified facilities.

Out of state travel must be approved by the T4F Board.

Supplies & Operating Costs: All program related supplies and other expenses. Program materials such as curriculum, printing, brochures, or other program material costs are also included. This can also include, rent, phone service, utilities, office supplies, assessments, cell phone plans, and data plans.

Administrative or Indirect Costs: Indirect costs may not exceed five percent of the total project budget or grant award, unless the applicant organization has a federally

negotiated indirect cost rate. Organizations with a federally negotiated rate may request indirect costs of up to ten percent provided the rate is supported by appropriate documentation and does not conflict with applicable state laws or regulations. Agencies must present documentation of the federally negotiated rate. Agencies requested Administrative/indirect Costs must specify what expenses will be included.

Transportation Contracts Only: School districts with a preschool transportation contract will seek reimbursement by calculating a district per diem rate; it shall be based o the previous year's reimbursement from the Iowa Department of Education. Equal to the coverage cost per pupil divided by the number of school days (180) days.

Review Process

- Once received, the ECI Director will check applications for completeness, noting discrepancies or missing items. Applications lacking the required elements may be negatively impacted during the review process. Additional information from the application may be requested after the comprehensive review.
- The applications will be reviewed by a committee of the T4F Board. A scoring rubric will be used to evaluate proposals. The committee will provide recommendations to the T4F Board for consideration of approval.
- To avoid conflict of interest in the above funding determination process, any member of the T4F Area Board who has a direct or indirect interest in a particular funding proposal will not participate in the scoring and evaluation of that proposal or similar proposals.
- The ECI Director will not make any recommendations for funding but will provide information as requested by the Board.
- Priority may be given to proposals service families in communities of higher risk within the service area. Indicators and reports are used by ECI to determine areas of need.
- The T4F Board reserves the right to negotiate proposal details and may grant less than the amount requested. Applicants awarded less than the amount requested will have an opportunity to resubmit budgets and proposed outputs based on the award amount.
- The T4F Board also reserves the right to reject, in whole or in part, any or all applications, and to cancel this RFP if funding is reduced or eliminated.
- The T4F Board is subject to Iowa Open Meetings and Open Records laws. An RFP submitted and reviewed by the T4F and or committees of the board is considered a public document and can be reproduced. Copies of all materials can and will be distributed to the public at their request. Any requests for copies of materials are to be made in writing to the ECI Director using a form provided by the Board.

Contract Awards

The T4F Board will determine grant awards at the May T4F Board Meeting. The meeting is open to the public.

Contracting Period

The contracting period will be for the period July 1, 2026- June 30th, 2027, unless terminated earlier in accordance with the Termination section of the Contract.

Notification of Awards

All applicants will be notified in writing electronically regarding the funding decision. Notification will be made to the Contact Person on the application cover sheet within 10 days of the T4F Board's decision to make the award.

Requirements for Funded Programs

Applicants awarded funds may be required to, but not limited to:

- Submit the required performance measures required by the State Early Childhood Iowa Board.
- Submit performance reports to the T4F Board which shall be distributed after a contract has been fully executed.
- Conduct an on-site visit with the ECI Director and or T4F Board Member.
- Provide the board with a copy of the agency's most current financial audit summary (if applicable) and proof of current liability policy throughout the contract year.
- Provider of services or representative must attend at least one FMC Board meeting per year. Each meeting will have a time allotted on the agenda for sharing agency information and public input.
- Priority consideration for funding will be given to those programs that are able to successfully demonstrate quality practices.
- Funded programs must publicly recognize the T4F Early Childhood Area Board as a funding source. The Board's Logo will be provided to agencies for public awareness purposes.

Review of Award Decision

Applicants who are denied funding may appeal to the respective Early Childhood Area Board. The appeal must be made in writing and filed within 10 days of the date of the written notification to the applicant of the grant committee's decision. The request to review the award decision must be in writing and must clearly and fully identify all issues being contested by references to the lines, sections, and pages number of the RFP. The board shall review the request to review the award decision based only on the record

and issue a written decision within thirty working days of the receipt of the review request. The decision of the Board shall be final.

Statewide Budget Cuts

Statewide budget cuts may occur after grant awards have been made. In the event, the T4F Board will apply budget cuts as equitably as possible. Providers will be given notice of any pending budget cuts as soon as possible so that they can plan accordingly. Cuts would first be taken out of unallocated funds. Additional cuts would be taken out of the unspent fund balances of individual contracts. The application of any budget reductions would require Board approval, where upon contract amendments would be issues to individual contractors.

Contract Payments

Successful applicants may not draw down more than 15% of their grant award per fiscal quarter without prior approval of the T4F Board. If the applicant expects to spend large lump sums in any given quarter, this must be explained/justified in the grant application.

Non-Discrimination

Programs receiving T4F funding must comply with all applicable federal and state nondiscrimination laws. No person shall be excluded from participation in, denied the benefits, of otherwise subjected to discrimination on the basis of race, color, creed, national origin, religion, sex, sexual orientation, gender identity, disability, or age in any program funded through Early Childhood Iowa.

Insurance

If a contract is awarded, the Contractor, and any subcontractors performing the services required under a Contract shall maintain in effect, with insurance companies authorized to do business in the State of Iowa at its own expense, insurance covering its work. The insurance shall be of the type and in the amount reasonably required by the Early Childhood Area. The Contractor's insurance shall, amount other things. Insure against any loss of damage resulting from or related to the Contractors performance of this Contract. All such insurance policies shall remain in full force and effect for the entire life of this Contract and shall not be concealed or changed except after thirty days written notice to the Early Childhood Iowa Area. Unless otherwise requested by the State, the Contractor shall, at its sole cost, obtain the Insurance coverage(s) set forth below:

Type of Insurance	Limit	Amount
General Liability		$1 million
Workers Compensation	As required by Iowa Law	

All insurance policies required by the Contract shall provide coverage for all claims arising from activities occurring during the term of the policy, regardless of the date the claim is filed or expiration of the policy.

The contract and any of its subcontractors performing work on this project shall submit certificates of insurance described above with their application. The receipt of such certificates does not constitute approval of the coverage contained on the certificates, and the Contractor remains responsible for determining that its insurance coverage meets each requirement of this Contract. Acceptance of the insurance certificates by Early Childhood Area shall not act to relieve the Contractor of any obligation under this Contract. All contractors and subcontractors shall keep a current, non-expired insurance policy on file with the ECI Director. The program will be contracted for proof if the policy on file has expired.

The contractor shall obtain a waiver of any subrogation rights that any of its insurance carriers might have against the State. The waiver of subrogation rights shall be indicated on the certificates of insurance covered supplied to the Early Childhood Iowa area.

Use of Funds

Programs should review the T4F Board Policy on allowable and non-allowable expenses before submitting an application. The T4F board has the right to amend allowable expenses during contract negotiation.

Duplication of Funds

At its sole purpose, the Early Childhood Iowa Area Board is to provide funding where there is a gap in early childhood services. Grant funds cannot be used to supplant other federal, state, or local funds supporting existing programs or activities (i.e. Medicaid, child care assistance, SWVPP or subsidy to eligible recipients).

Program Performance Measures and Monitoring

The T4F Board contracts with programs that have a clear understanding of the required Early Childhood Iowa Performance Measures. It is the applicant's responsibility to know and understand the Performance Measures and Reporting Instructions for the service being applied for. All performance measures will be used to evaluate the progress toward achieving goals, program effectiveness, and the ability to produce positive outcomes for children. The program's anticipated performance shall be documented properly in the application, utilizing measures in Tool O. If contracted a program may also be required to submit local measures determined by the T4F Board. All measures fall into one of four categories.

Input

Resources used to support program activities and produce outputs, inputs measure the resources invested in a program, such as funding, staff, time, facilities, equipment, or other physical resources.

Quality/Efficiency

Measures the productivity or cost-effectiveness associated with program activities. These measures assess the cost per service, unit cost, or level of productive related to the outputs produced.

Output

The direct products or services delivered by a program. Outputs measure the amount of work completed such as the number of people served, services provided, or activities conducted.

Outcomes/Results

The meaningful changes or benefits experienced by children, families, or communities because of program services. Outcomes reflect the broader goals or desired conditions programs aim to achieve (e.g. children enter school healthy and ready to learn). Programs should consider: "What measurable change do we expect to see by the end of the contract period?"

Additional Operational Definitions

Programs and Services: These are specific and targeted approaches, aligned with general strategies designed to influence indicators and outcomes. By nature, programs and services may impact more than one result and utilize multiple strategies.

Indicators: A set of measurable behaviors, events or conditions that indicate some level of change relevant to the desired outcome. Indicators provide an approximation of whether progress towards the outcome is being made. Often multiple indicators are needed to determine if progress toward the outcomes is occurring. In short, it is how we know we are going in the right direction.

Strategy: an approach or methodology that is designed to lead to the achievement of an outcome or outcomes. A strategy is a plan to achieve a result and is a response to the question "what works" or needs to be done for achievement. In other words, what needs to be done to get the desired outcomes.

Direct Contract Hours: This is time spent working directly with the child/family by the funded ECI professional in a face-to-face setting. Direct instruction and services are provided to help a child/family meet goals and objectives.

Non-Contract Hours: This is time in which the ECI-funded professional is not working directly with the child/family in a face-to-face setting. This can include preparation completing documentation outside the visit, reporting, and or/traveling.

Contract Manager: The Contract Manager is the individual responsible for overseeing contract compliance and administration and is authorized to sign the contract on behalf of the organization.

Program Manager: The Program Manager is responsible for the day-to-day implementation management, and reporting of the program to ensure services and outcomes are achieved.

Billing Manager: The Billing Manager is responsible for preparing and submitting invoices and maintain financial documentation in accordance with contract requirements.