

FY'25 Request for Proposal Q & A

**As questions are received by the Issuing Officer, they will be posted and answered in this document.*

Q: Will you provide us with communication that the application has been received?

A: A copy of the google form is set to the email listed in the application. The Director will send out an additional confirmation to the email listed in the survey. Please allow a few days for the confirmation.

Q: Do we have to submit a line-item budget with justification?

A: No. Only general budget questions will be asked in the google form application. Once programs are notified of an award they may be asked to submit a line item budget and justification based on their contract award through Google Docs. When considering your request, follow the guidelines and or limitations set forth in the instructions. If you are a current funded program, you are not required to apply for the same amount of funding. Apply for the funding that is needed to provide the proposed program.

Q: What is required to submit as proof for insurance, licensure and/or quality measures?

A: At this time it is self-declaration via the RFP google doc. These items will be monitored throughout the contract year or at the time of their expiration. **Proof of insurance and 501(3) tax status will be submitted with the budget. The contract will not be executed without submission of documentation.**

Q: How is “program” defined for the purpose of the RFP?

A: A program is the service you are applying to be funded. For example, your organization may be called ABC Daycare, but your program may be the After School Program. When responding to the questions, answers should be specific to the program you are applying for and not the organization as a whole.

Q: Who is included under the “number to be served by the program”?

A: This is a count of the number of participants for this program, and not necessarily of the organization as a whole. This number is used by the Board to determine the reach of the program and may be used in performance reporting or determining cost/number served. For example, ABC Daycare may have 100 children, but the program you are applying for in the After School Program will serve 20 children. You would include the 20 children served by the program.

Q: How are outside funds defined?

A: *Per the instructions - outside sources include matching funds from other funding sources, community grants, donors, or parent payment for only those being served in the grant proposal.* This can include in-kind donations. Think about the program as a whole and what it costs to make it operate for one year. Outside funds would be anything not paid for by North Iowa Children's Alliance. North Iowa Children's Alliance wants to assure we are not the sole funder of any program in Cerro Gordo, Hancock and Worth counties.

Q: Are “other measures” aside from the state required performance measure required?

A: No. However, by just reporting on state required performance measures do you feel these measures give a clear picture of the total impact of your program or the services provided? Think of “other measures” as a way

to explain more of what you do to the NICA Board, show the value of the service provided, or other program outputs. For example: technical assistance contacts, a change in skills or knowledge, etc. It is recommended (not required) that you link to local North Iowa Children's Alliance 2022 priority indicators.

Q: Home visitation programs must submit two applications?

A: Yes. Home visitation program applicants must submit the FY25 NICA application and the additional application specific to home visitation programs only. Home visitation programs are required to report on many different performance measures. This additional application is to allow for the specific performance measures related to home visitation programs to be submitted.

Updated: 2/9/2024