# Building Direction for Families, Inc.
# FY23
# BDF Mentoring Request for Proposals

The Building Direction for Families (BDF) Board is requesting applications for funding based on this Request for Proposals. Decat/JCS Mentoring funding may be requested for children age 10-18.

The Building Direction for Families vision is: "Families are at the heart of our communities. We envision families growing and prospering in communities that promote family self-esteem, self-sufficiency, and self-determination." The mission: "Every child, beginning at birth through age 18, will be healthy and successful."

## Results and Priorities

According to legislation, every community in Iowa will develop the capacity and commitment for achieving the following results:

### Funding

Decat funding is received from the Department of Human Services and Juvenile Court Services. Mentoring funds can be used to serve children age 10-18. Decat funding is intended to serve families involved with DHS and/or JCS as well as prevent involvement with DHS and/or JCS.

No firm funding decisions can be made until the budgets and associated requirements are received from the State Office of Early Childhood Iowa, Department of Human Services and Juvenile Court Services. Final notification of our allocation may not come until after the close of the legislative session. If budgets need to be amended, based on the BDF allocation, all applicants will be given the same amount of time to resubmit a budget.

### Board priorities*:*

- Prevention of child abuse
- Credit Recovery
- Academic enrichment opportunities including: development of social skills, life skills, healthy lifestyle activities, self-esteem building, career and college planning
- Counseling and intervention services for at-risk families youth
- Prevent involvement or re-involvement with the Department of Human Services and/or Juvenile Court Services.

## Proposal Process and Timeline

Thursday, September 22, 2022
Request for Proposal available for distribution

Wednesday, October 26, 2022
4:00 p.m. – Proposals due to the BDF Director
Beth Ownby
401 1st Street W (please note new address)
Independence, IA 50644

Tuesday, November 8, 2022
The BDF Advisory Council will meet to review and score proposals. At this meeting, recommendations for funding will be determined.

Tuesday, November 22, 2022
Recommendations will be made to the BDF Board for approval.

Applicants will receive written notification on the status of their proposal by 11/30/22.

## How to Submit a Proposal

Proposals must be mailed or hand-delivered by or before the due date to the Building Direction for Families' office.
**An original application and twelve stapled (12) copies must be submitted by the deadline. All copies may be printed on both sides of the paper. An electronic copy should also be emailed to admin@bdfempowerment.org.** All proposals become property of Building Direction for Families and will not be returned.

## Proposal Requirements/Contents

- Please use the proposal format provided.
- Proposals must be in 12 point Times New Roman font with a one-inch margin. Please use page numbers in the footer.
- The proposal narrative shall be no longer than seven (7) pages, plus no more than two (2) pages for the budget and budget narrative.
- Do not use acronyms in your proposal without explanation.
- Points are assigned to each area of the proposal. See application and attached scoring sheet. Failure to include information detailed in application and scoring sheet will result in a lower score.
- Budget: **All budget items must be explained in the budget narrative. In-Kind donations, other grants and matching funds must be included and explained on budget form.**

## Other documents to reference:

The most recent BDF annual report and RFP can be found at www.bdfempowerment.org under the Report Section.

## Review of Proposals

The BDF Supervisory Committee will review all proposals. Funding decisions will be made based on the number of proposals received, how the proposal meets one of the board's priorities or a legislated carve-out, in addition to how well the proposal is written. A program's past performance will also be taken into consideration. Points are awarded as per the application. The BDF Board makes final approval on funding.

## Questions Regarding the RFP

All questions are to be referred to:
Beth Ownby, Program Director
401 1st Street W
Independence, IA 50644
319-334-5105
Communication with BDF board members and Supervisory Committee members regarding funding proposals is prohibited until contracts have been awarded.

## Appeal Process

Applicants have the right to appeal the funding decisions based upon a showing that the policies and procedures governing the grant selection process have not been properly applied. The appeal process begins on the postmarked date of the written notification to the applicant

of the Board's decision. Appeals should be in writing and filed with the BDF Program Director within ten working days of the date of written notification of funding decisions to the applicant. It is the responsibility of the applicant to assure appeals are postmarked on or before the tenth working day of the appeals process. Appeals postmarked after the tenth day will not be reviewed.

All appeals shall be mailed to the office of the BDF Program Director.

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

**Length of Commitment**

Contracts for new services / programs and contract renewals and amendments will be written for a one-year term. New contracts committed may be renewed for up to three one-year terms. This renewal commitment is not automatic. Subsequent agreements will be contingent upon the Advisory Council's recommendation of any future proposals and subsequent action of the Board.

**Building Direction for Families, Inc.**
**FY23 Proposal for Funding**

Contact Person: _____

Agency: _____

Mailing address: _____

Email: _____

Phone: _____ Fax: _____

Project Director: _____

Name of Project: _____

1. **Proposal Description** and Statement of Purpose **(25 points)**
   **Statement of Purpose:**

   The purpose of (strategy):_____

   Is to provide (activity or service):_____

   To or for (customer/stakeholders):_____

   So they can/in order to outcome/planned benefits):_____

   *For example*,

| | |
|---|---|
| The purpose of: | Quality Early Care |
| Is to provide/produce: | Identify features of quality childcare for families, community and providers. Provide technical assistance and professional development opportunities for childcare providers. |
| To/For: | Childcare providers and families |
| So they can (in order to): | So that families can experience quality childcare in a safe and nurturing environment and childcare providers can develop professionally, offer quality care and have a sustainable career. |

   - Describe project in sufficient detail for understanding by someone unfamiliar with the project.
   - Explain which BDF priorities your proposal meets and how the proposed project fits within a result area(s) and local indicator(s).
   - If the program is preventative in nature, please describe how.
   - Is the proposed project/service research based, evidence based or utilizing promising practices? If so, how will you monitor program fidelity?

- If it is not, please explain why and what specific skills, knowledge and capacity you have in achieving the desired outcomes.

## 2. Collaboration Efforts (15 points)

- Does this program build and maintain community partnerships? Please provide examples.
- Do you actively participate in any BDF work groups? If so, which ones?
- Have other funds or in-kind support been awarded to this program? If so, please describe source and amount.
- Has this program pursued any other funding? If yes, please describe.
- Include any duplication of efforts resulting from other funding sources.

## 3. Audience (10 points)

- Describe population served
- Counties served
- Anticipated number of children/families served
- Frequency of service(s)

## 4. Organizational Experience and Implementation (25 points)

Include in your narrative projects that have been successfully completed.

- Identify staff who will be working with the project and list their qualifications.
- How long will it take to put your program in place?
- Will training be required of staff before the start?
- Provide references from other funding sources for this (or a similar) program.

## 5. Proposed Outcomes for the upcoming fiscal year (20 points)

- Identify outcomes you seek to achieve in the upcoming fiscal year. At a minimum, identify the projected number of families and/or children to be served, number of staff and number of staff hours to be worked specifically for this contract, or number of units to be provided specifically for this contract, number of home visits, sessions or group meetings, etc. to be held (if applicable), frequency of service.
- Refer to Iowa Early Childhood Iowa Tools as appropriate for program specific measures that need to be reported to the state Early Childhood Iowa office. http://www.state.ia.us/earlychildhood/. The BDF annual report also provides outcomes used in the last fiscal year, and it may be found at www.bdfempowerment.org . If you are a current provider, you may also refer to your current reporting matrix.
- Explain how you intend to measure the success of your program

## 6. Publication of Program (5 points)

- Explain how you will notify your service area of the services you provide and how members may become involved in your program.
- Please provide examples of promotional and educational materials used in the current fiscal year. Examples could include 211 listing, flyers, brochures, newsletters, letters, press releases, newspaper articles, etc.
- Include how you intend to recognize Building Directions for Families in publicity and promotion of program.

## 7. Budget and Budget Narrative (20 points)

Examples of line item descriptions are provided below. You may add and delete line item categories as needed.

- Explain the methodology used to allocate expenses. The allocation of expenses must be supported by time studies completed throughout the year. Please refer to Tool DD on the Early Childhood Iowa website for guidelines regarding cost allocation. This tool is available through the following link: http://www.earlychildhoodiowa.org/files/toolkit_tools/Tool_DD.pdf

**If your proposal includes a per unit fee rather than actual itemized expenses, please note that in the budget narrative.**

| **Direct Service Budget Item** | **Amount** | **% of Budget** | **Additional Funding/Support (must include all in-kind support and other funding** | **Narrative Each line item must have an explanation of what is included in its budget amount** |
|---|---|---|---|---|
| Staff Salary | | | | |
| Staff Benefits | | | | |
| Payroll Taxes | | | | |
| Mileage | | | | |
| Training | | | | |
| Supplies | | | | |
| Equipment | | | | |
| Marketing | | | | |
| Communications | | | | |
| Contract Services | | | | |
| **Indirect Costs Budget Item** | | | | |
| Staff Salary | | | | |
| Staff Benefits | | | | |
| Payroll Taxes | | | | |
| Space | | | | |
| Utilities | | | | |
| Supplies | | | | |
| Communications | | | | |
| Equipment | | | | |
| **Total** | | **100%** | | |

Provide a narrative for each line item. Explain the in-kind support received (in-kind is defined as contributions of goods and services or volunteer hours that support the program). Also provide amount and source of any additional funding.

## Budget Guide:

**Staff:** Identify anyone to be paid from this grant. Give title of individual, estimated time per week he/she will devote to this project, their per hour salary (including incentives, stipends, and bonuses), and the total amount requested. Include staff time that will be devoted to providing supervision and/or consultation for direct service staff as well as staff providing administrative services.
**Benefits**: List any personnel benefits that are associated with the salary section. This could include Social Security, Workman's Compensation, Unemployment Compensation, and/or Health insurance.

**Travel**: Itemize all in-state travel related to providing related activities. BDF reimburses at the state rate of .50 per mile.
**Professional Development**: For training, seminars and workshops. Indicate the number of personnel, the amount of tuition/fee and the name and location of training.
**Operating Expenses**: Operating expenses must be listed separately, such as rent, telephone, office machine rental, postage, etc.
**Supplies**: Expendable office supplies may be shown as a lump sum (paper, pencils, pens, staples, file folders, etc.)
**Indirect Costs**: Provide detailed explanation of what is included in indirect costs such as salaries, benefits, office space, etc. If it is based on a percentage, please provide percentage.
**Equipment**: Itemize each item to be purchased, including the description and cost.
**Contract Services**: State the name, address, hourly or daily rate for all individual contract or consultant services. For contracts with other agencies, state what type of service will be provided and total cost.

## BDF Definition & Policy for Indirect/Direct Costs:

**Definitions:**
Direct costs are directly attributable to the delivery of a specific service. Examples include:
Direct service staff (staff that delivers the contracted service to the end user), contracted services, supplies, travel, direct service payroll expenses, postage, printing, communication charges directly related to a specific service (such as a pager or crisis line or data plan for Iowa Family Support Red Cap program).

Indirect costs are not directly attributable to the delivery of a specific service. Indirect costs may include management, insurance, taxes or maintenance. Indirect costs are those for activities or services that benefit more than one specific service. Examples include: Utilities, rent, audit and legal, administrative staff, equipment rental, maintenance, communication charges (such as general office phone lines or internet services).

**Procedures:**

- Indirect program administrative costs include agency office expenses, office furniture, computer equipment costs, general office supplies, utilities, supervision, accounting, telephone, copying expenses, etc. Indirect costs are limited only to expenses resulting from the delivery of the contracted service.

- Indirect costs can be claimed at a maximum of 5% of the total funded budget with no additional documentation.

- Should an agency wish to claim in excess of the 5% indirect costs, the agency shall provide documentation of an established agency Indirect Cost Rate or provide necessary administrative cost documentation related only to the contracted program.

- Indirect Costs shall not exceed 12% of the total funded budget.