



**LINKING FAMILIES  
AND COMMUNITIES**

## **FY24 New Program Application Instructions**

### **Applications**

#### **Due:**

May 5, 2023

12:00 P.M.

Linking Families and Communities  
Attn: Elizabeth Stanek  
822 Central Avenue, Ste. 300  
Fort Dodge, IA 50501  
Phone: 515-955-5437  
Fax: 515-955-3601  
Email: [estanek@linking-families.com](mailto:estanek@linking-families.com)

### **Vision Statement**

*"Happy, Healthy Children"*

### **Mission Statement**

*"Our mission is to empower parents in raising happy, healthy children by providing families with educational, economic and health support by coordinating services with community resources"*

## EXHIBIT A: NEW PROGRAM APPLICATION GUIDELINES

- Format and guidelines of the application must be followed to be considered for funding.
- Funding requests must positively impact the [Linking Families and Communities Strategic Plan](#) and impact one or more of the following priorities: family support and parent education, quality of child care, mental health, and/or access to resources.
- Only one program per application.
- Programs shall target children, pre-birth to age 5, and their parents in the Calhoun, Pocahontas and Webster County, either directly or indirectly.
- Submit a signed original application (hard copy) and an electronic copy of the signed application by **May 5, 2023, at 12:00 P.M.** The electronic copy may be emailed to [estanek@linking-families.com](mailto:estanek@linking-families.com). Originals may be hand delivered. Both copies must arrive in the Linking Families and Communities office by 12:00 P.M. on May 5<sup>th</sup>, 2023.
- Applicants may be required to respond to questions concerning their application during the review process.
- Grant recipients are required to sign a contract containing fiscal responsibility and reporting requirements.

### NEW PROGRAM APPLICATION REQUIREMENTS

Applications must include the following:

- Cover Page (completed and signed in **blue** ink)
- Narrative (Project Abstract and Narrative) *(No more than 4 pages)*
- Budget & Justification Form (completed and signed in **blue** ink)
- Attachments as needed

No hand-written applications will be reviewed. Tools used for outcome measures may be attached, and will not be counted toward the page limit.

### NEW PROGRAM APPLICATION EVALUATION

A rubric evaluation tool will be utilized to evaluate the application by the Linking Families and Communities Board, refer to the attachment. It is intended that in May 2023 a committee will review applications and on June 8, 2023, the Board will make funding decisions. Community partners are encouraged to attend. Funding for existing and new program is contingent upon state allocations received by the Linking Families and Communities Board.

## **CONTRACT INFORMATION**

The awards will be made to the contractor in monthly disbursements; it is a draw down process only. A copy of the contract, expenditure and reporting requirements are available upon request.

## **STATE TOOLS**

Refer to <https://earlychildhood.iowa.gov/toolkit-tools> for state tools to assist in the application process. State tools are subject to change and award winners will be required to follow and comply with any and all changes. All programs will be required to collect data and performance measures that have been set by the Office of Early Childhood Iowa, by program type. Depending on the program that is offered, some programs/contractors may fit into more than one program type, therefore requiring additional data sets. The Linking Families and Communities Board also reserves the right to request additional outcome data other than what is required within the state tools. The following tools have been identified to assist in the application process and applicants are highly encouraged to review the tools before submitting an application.

- *Early Childhood Iowa Area Funding – Tool G*
- *Early Childhood Iowa School Ready Funds Preschool Programming Support for Low Income Families- Tool CC*
- *Early Childhood Iowa School Ready Family Support & Parent Education - Tool FF*
- *Statewide Performance Measures – Tool O*
- *Instructions for Statewide Performance Measures – Tool O*

## **CONFLICT OF INTEREST**

To avoid any conflict of interest in the above funding determination process, any member of the Linking Families and Communities Board, who has a direct interest or substantial related interest in a particular funding proposal, will not participate in the evaluation of that proposal.

## **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 grant committee's decision. Appeals should be in writing and filed with the Executive Director within five working days of the date of written notification of funding decisions to the applicant. It is the responsibility of the applicant to assure that appeals are received by 4:30 PM on or before the fifth working day of the appeals process. Appeals received after 4:30 PM on the fifth day will not be reviewed. All appeals shall be delivered to the Chairperson of the Board.

- All appeals shall clearly state how the selection 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.
- The Linking Families and Communities will review the appeal and gather information regarding any infractions of the process.
- At the next regularly scheduled meeting the Linking Families and Communities Board will determine if there has been a violation of process and will rule on the appeal.

## **NEW PROGRAM APPLICATION CHECKLIST**

It is required to utilize the application shell. Applications shall be no more than 6 pages, not including attachments, and shall be assembled in the order below.

- Cover Page (completed and signed in **blue** ink)
- Narrative (Project Abstract and Narrative) (*No more than 4 pages*)
- Budget & Justification Form (completed and signed in **blue** ink)
- Attachments as needed

## **EXHIBIT B: BUDGET SHEET INSTRUCTIONS**

Provide a detailed budget justification and other sources of funding and in-kind. *It is not required to have other funding or in-kind, however it is highly encouraged.* Include a narrative of all sources of revenue including Early Childhood Iowa funding requested, in-kind contributions, and all other sources of revenue. Below is detailed information to utilize for the justification.

### **Salaries**

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

Examples: Title – Case Manager, Salary - \$30,000, % of Time – 100 %, Request - \$30,000  
 Title – Supervisor, Salary - \$40,000, % of Time – 5%, Request - \$2,000

### **Personnel Benefits**

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

### **Travel**

Itemize all in-state travel related to providing related activities. Grant funds may not be used for out-of-state travel unless pre-approved by the board.

### **Supplies and Operating Expenses**

Operating expenses must be listed separately, such as rent, telephone, office machine rental, etc. Expendable office supplies may be shown as a lump sum (paper, pencils, pens, staples, etc.)

### **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.

### **Equipment**

Itemize each item to be purchased, including the description and cost.

Example: Cell phone, \$25/mo. x 12 months x 2 staff = \$600

### **Professional Development/Training**

For training, seminars and schools. Indicate the number of personnel, the amount of tuition/fee, the name of the institutions and the place.

### **Other**

Include any proposed costs that do not fit within any of the above listed categories. Other costs might include things like audit fees or individual flexible funding for program participants.

**Administrative Costs**

Indirect costs of no more than 15% may be an allowable expense if the applicant provides documentation from a recognized federal agency that identifies an indirect cost rate approved by a federal agency for the applicant. Attach documentation to the application. Applicants without such an approved indirect cost rate may charge no more than 5% administrative fees.

## **EXHIBIT C: ASSURANCES**

### **A. ASSURANCES OF COMPLIANCE WITH CIVIL RIGHTS ACT OF 1964**

No person shall, on the grounds of race, creed, color, national origin, gender or sexual orientation be excluded from participation in, be refused the benefits of, or be otherwise subjected to discrimination under agency grants awarded pursuant to P.L. 93-415 or any project or program supported by such grants. Sub grantees must comply with the provisions and requirements of Title VI of the Civil Rights Act of 1964 and regulations issued by the Department of Justice thereunder as a condition of award of federal funds and continued grant support.

### **B. THE HATCH ACT**

Federal law prohibits certain partisan political activity by an officer or employee of the State or local agency if his/her principal employment is in connection with an activity that is financed in whole or part by loans or grants made by the United States or a Federal Agency. The law is enforced by the United States Civil Services Commission.

### **C. PROCUREMENT OF SPECIAL EQUIPMENT**

Linking Families and Communities expects that the sub grantees will procure such special equipment being purchased in whole or in part with grants funds by that method, authorized by state law or local ordinance, which results in the lowest price of goods of the kinds or type required.

### **D. NATIONAL HISTORIC PRESERVATION ACT OF 1966**

This project application either will not have an effect on a site listed on the National Register of Historic Places or the applicant has notified that such a site is or will be involved.

### **E. APPLICABILITY OF STATE AND FEDERAL POLICIES**

All conditions, rules and regulations of federal and state governments, which relate to the administration of public funds and financial accounting, shall apply to sub grantees and contractors of the Empowerment area.

### **F. NON-SUPLANTING REQUIREMENT**

Federal and state funds made available through this program may not be used to supplant federal, state and local funds that would have been available in the absence of this program's aid. In complying with this requirement, Linking Families and Communities will rely on written certification by State agencies and local government units to the effect that program funds have not been used in place of other federal, state and local funds.

### **G. REPORTS**

The sub grantee shall submit quarterly financial reports and quarterly progress reports indicating activities undertaken, expenditures, and general progress of the project for which the sub grant was awarded. In addition to the above reports, a final report (using the same report forms) dealing with the evaluation of the entire project will be needed. This will include data needed to verify the success or failure of the project and a statement as to the effectiveness of the project.

### **H. BUILDING ACCESSIBILITY AND USE BY PEOPLE WITH DISABILITIES**

Any construction, design or alteration of a building or facility which will be used by the public or which may result in the employment or residence of people with disabilities must comply with the regulations issued by Federal Agencies, including the Department of Justice, under the Americans with Disabilities Act of 1990.

## **I. AMENDMENTS TO THE APPLICATION**

Linking Families and Communities reserves the right to modify this application at any time. In the event the division amends, adds to, or deletes any portion of the application, an amendment will be provided to all applicants who received the original application.

## **J. COST OF PROPOSAL**

Linking Families and Communities is not responsible for any costs incurred by an applicant which are related to the preparation or delivery of an application or any other activities carried out by an applicant related to this application.

## **K. COPYRIGHTS**

The applicant agrees that Linking Families and Communities may copy the application for purposes of facilitating the evaluation of the application or to respond to a request for public records. The applicant consents to such copying and warrants that such copying will not violate the rights of any third party.

## **L. PUBLIC RECORDS**

All information submitted by an applicant may be treated as a public record by Linking Families and Communities unless the applicant properly requests that the information be treated as confidential information at the time the proposal is submitted. Public records will be copied as necessary to comply with Iowa's public record law. The applicant grants Linking Families and Communities the right to make the required copies of the proposal. Any request for confidential treatment of information must enumerate the specific grounds in Iowa chapter 22, which support treatment of the material as confidential.

## **M. RESTRICTIONS ON GIFTS AND ACTIVITIES**

Iowa Code chapter 68B contains laws which restrict gifts which may be given or received by state employees and requires certain individuals to disclose information concerning their activities with state government. Applicants are responsible for determining the applicability of this chapter to their activities and are responsible for complying with these requirements.

## **N. RELEASE OF CLAIMS**

With the submission of a proposal, each applicant agrees that it will not bring any claim or have any cause of action against Linking Families and Communities based on any misunderstanding concerning the information provided herein or based on the division's failure to provide the applicant with information.

## **O. OTHER CONDITIONS**

The Applicant also understands and agrees: (1) that any funds received as a result of this application shall be subject to the conditions and other policies, regulations and rules issued by Linking Families and Communities ; (2) that funds awarded are to be expended only for the purposes and activities covered by the Applicant's approved application and budget; (3) that the funds may be terminated in whole or in part at any time that Linking Families and Communities finds a substantial failure to comply with contractual conditions or with regulations promulgated by Linking Families and Communities ; and (4) that appropriate records and accounts will be maintained and made available for audit as prescribed by Linking Families and Communities.

## EXHIBIT D: New Program Evaluation

<b>Applicant:</b> <u>Insert applicant name</u>		<b>Project:</b> <u>Insert project name</u>	<b>Completed by:</b> <u>Insert reviewer name</u>
<b>Criteria</b>	<b>Minimal (1 point)</b>	<b>Acceptable (3 points)</b>	<b>Outstanding (5 points)</b>
<b>Cover page</b>	<input type="checkbox"/> Applicant's cover page is not complete and/or outcomes statement is minimal, vague and doesn't clearly address our priorities	<input type="checkbox"/> Applicant's cover page is complete and outcome statement was acceptable.	<input type="checkbox"/> Applicant's cover page is complete and outcome statement is outstanding, descriptive and completely addresses at least one of our priorities.
<b>Project Abstract</b>	<input type="checkbox"/> Applicant did not provide a completed project abstract	<input type="checkbox"/> Applicant provided a completed project abstract.	<input type="checkbox"/> Applicant provided a completed project abstract that provides a clear depiction of the program.
<b>Rationale</b>	<input type="checkbox"/> Applicant shows little evidence of the community need for this program and/or how the program would best meet the need.	<input type="checkbox"/> Applicant shows some/adequate evidence of the community need for the program and how the program might fit that need	<input type="checkbox"/> Applicant shows overwhelming evidence of the community need for the program <b>and</b> that the proposed program will address the need
<b>Program Benchmarks</b>	<input type="checkbox"/> Applicant's project lacks focus and does not have realistic benchmarks and/or sets the benchmarks too low.	<input type="checkbox"/> Applicant's project has focus and has set benchmarks that may impact the Linking Families and Communities Strategic Plan.	<input type="checkbox"/> Applicant's project has a clearly defined focus and has set benchmarks that overwhelmingly contribute to the success of the Linking Families and Communities Strategic Plan
<b>Measurable Results</b>	<input type="checkbox"/> Applicant has demonstrated a history of few measurable results, per previous program reports. Project progress and return on investment on this project have been poor.	<input type="checkbox"/> Applicant has demonstrated a history of measurable results, per previous program reports. Project progress and return on investment on this project have been acceptable.	<input type="checkbox"/> Applicant has demonstrated history of measurable results, per previous program reports. Project progress and return on investment on this project have been outstanding.
<b>Budget and Justification</b>	<input type="checkbox"/> Applicant shows little evidence of cost effectiveness and/or lacks a solid budget justification.	<input type="checkbox"/> Applicant shows evidence of cost effectiveness and a solid budget justification.	<input type="checkbox"/> Applicant shows the project to be highly cost effective and includes a solid budget justification.
<b>TOTAL SCORE</b>			

**Comments:**