

**FACT Empowerment
Request for Proposal Application
2010**

Funding for July 1, 2009 to June 30, 2010

**Due
May 4, 2009**

**Mail To:
Debra Schrader
Empowerment Coordinator
1011 Pear Avenue
Prescott, Iowa 50859
debschrader@mddc.com**

**Or
Hand deliver the application May 4, 2009 from 11:00-1:00 P.M. at
Family Rewards, 141 Public Square, Greenfield, Iowa 50849**

Email Copies are due May 4, 2009 by 9:00 A.M.

FACT Empowerment Board Mission Statement
“Every child beginning at birth will be healthy and successful”

APPLICATIONS GUIDELINES

- **Format and guidelines of this process/grant application must be followed to be considered for funding.**
- Applications may be requested by letter, phone, E-Mail or by www.adairempowerment.org. Contact Debra Schrader, Empowerment Coordinator, 641-369-4000 or 641-344-2250 or, debschrader@mddc.com.
- Applications are **due** in the empowerment coordinators office by **May 4, 2009, 1:00 P.M.** (**No Fax Copies Accepted**). *If you would like to hand deliver the application on the due date, you may hand deliver the application between 11:00 -1:00 P.M. at Family Rewards, 141 Public Square in Greenfield.*
- The FACT Empowerment Board gives each application thorough consideration. The FACT Empowerment Board is the entity who makes final funding decisions.
- Applicants may be required to respond to questions concerning their proposal during the grant review process regarding clarification of their proposal, but may in no way change their original bid.
- All applicants will receive notification of the FACT Empowerment Board's decision. It is the intent of the Board to provide notification by June 1, 2009.
- Grant recipients are required to sign a contract containing fiscal responsibility and reporting requirements.

APPLICATION REQUIREMENTS

Grant applications must include the following:

- A Grant Application Cover Sheet. (Attachment A)
- A formal proposal (not to exceed two pages) that follows the outline provided on the following pages. (Attachment B)
- Project budget and funding sources. (Attachment C)
- Project matrix/business plan. (Attachment D)
- Assurances (Attachment E)
- Applications must be in typed in 12-point font and must have a one-inch margin, and page numbers. No hand written applications will be reviewed.
- One **original proposal** with cover sheet and supporting documents, **plus 13 copies** must be submitted for the review process. Only one original signed assurances document is required. **An electronic mail application must also be submitted by May 4, 2009 by 9:00 A.M. to debschrader@mddc.com.**
- Tools used for outcomes measures may be attached, and will not be included in the two page limit.
- Applications must utilize the RFP outline and headings to be considered for funding. You may request an electronic version by contacting Debra Schrader at debschrader@mddc.com or at www.adairempowerment.org.

APPLICATION ELIGIBILITY

- Funding is made to serve families and children ages 0-5 in Adair County.
- Programming is to adhere to the principle that no discrimination will be practiced as to race, religion, sex or national origin.
- Proposals developed jointly by more than one agency or organization must identify a single lead organization as the official applicant. Participating agencies and organizations can be included as co-participants, sub-grantees, or subcontractors.

- Applicants shall be able to demonstrate the ability to implement programs/services that support the purpose and program goals.
- Agencies and organizations, and individuals, are eligible to apply under this RFP.
- A not for profit entity or 501(c)(3), or have a not for profit administer the funding.

EMPOWERMENT FUNDING

School Ready Funding Information

The FACT Empowerment Board anticipates there will be approximately \$147,380 school ready funding. Figures are based on a 15% reduction from the previous year. If the application is selected for funding, the funding will be made to contractors in monthly disbursements; it is a draw down process only. School Ready Funding is to provide comprehensive services for children and families ages birth through five years of age, including: preschool and child care, parent support, family home visitation, and parent education.

Estimated FACT Empowerment School Ready Funding for 2010

Total Funding	Allowable Admin 3%	Parent Support	Low Income Preschool Support	Quality Improvement Funding	Other Funding
\$147,380	\$4,422	\$62,275	\$38,920	\$31,013	\$11,650

Refer to www.empowerment.state.ia.us for state tools for early childhood funding to assist in the application process. The following tools are identified:

Early Childhood Funding

The FACT Empowerment Board anticipates there will be approximately \$5,129 early childhood funding. Figures are based on a 15% reduction from the previous year. However, this funding is based on total number of Family Investment Program (FIP) case loads in Adair County and FIP caseloads can vary from year to year. If the application is selected for funding, the funding will be made to contractors in monthly disbursements; it is a draw down process only. Early Childhood Funding is to enhance the quality and capacity of child care, including: regular child care which includes recruitment of providers, child care for mildly ill children, second or third shift child care, provider training, and support for registration and licensure.

Estimated FACT Empowerment Early Childhood Funding for 2009

Total Funding	Allowable 5% Admin	Early Childhood Programming
\$5,129	\$256	\$4,873

OTHER INFORMATION

Funding Information

The funding amount is not available at the time of the application release. However, it is anticipated there will be \$152,509 state and federal funding available for FY2010. The grant offering is contingent upon state and federal allocations received by the FACT Empowerment 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 and expenditure and reporting requirements are available upon request.

State Tools

Refer to www.empowerment.state.ia.us for state tools to assist in the application process. State tools are subject to change and award winners will be required to follow these changes. Also note the required outcome performance measures for empowerment funding. The local empowerment Board 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.

**Preschool services tool CC(A) and CC(B)*

http://www.empowerment.state.ia.us/files/toolkit_tools/toolcc_A.pdf

http://www.empowerment.state.ia.us/files/toolkit_tools/toolcc_B.pdf

**Family support and parent education tool FF, and FF(A)*

http://www.empowerment.state.ia.us/files/toolkit_tools/tool_ff.pdf

http://www.empowerment.state.ia.us/files/toolkit_tools/tool_ff_A.pdf

**Quality improvement tool II*

http://www.empowerment.state.ia.us/files/toolkit_tools/tool_ii.pdf

CONFLICT OF INTEREST

To avoid any conflict of interest in the above funding determination process, any member of the FACT Empowerment Board, who has a direct interest or substantial related interest in a particular funding proposal, will not participate in the scoring and evaluation of that proposal. An example of a direct interest in a proposal would be an employee or board member of an agency submitting a proposal. An example of a related interest in a proposal would be a relative of an employee or board member of an agency submitting a 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 Chairperson of the Board 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 FACT Empowerment Board will review the appeal and gather information regarding any infractions of the process.
- At the next regularly scheduled meeting the FACT Empowerment Board will determine if there has been a violation of process and will rule on the appeal.

SUBMISSION OF PROPOSALS

Submit a signed original proposal (cover page, narrative, matrix/business plan, budget, and assurances), plus **13** copies of the full proposal by **May 4, 2009, 1:00 P.M.** *No email copies or fax copies are accepted.* You may hand deliver applications to Debra Schrader, Empowerment Coordinator, 1011 Pear Avenue, Prescott, Iowa 50859. If you would like to hand deliver the application on May 4, 2009, you may hand deliver the application 11:00-11:00 at Family Rewards, 141 Public Square, Greenfield, Iowa. If you mail the application, it must arrive by **May 4, 2009**. Post marks will not count. Late applications will not be reviewed. Mail applications to: Debra Schrader, Empowerment Coordinator, 1011 Pear Avenue, Prescott, Iowa 50859.

RFP EVALUATION

A rubric scoring document will be utilized to evaluate request for proposals for the FACT Empowerment Board. Refer to the attachment in this RFP.* On Wednesday, May 27, 2009 at 4:00 at the Greenfield Library meeting room, The FACT Empowerment Board will have a regular scheduled meeting to review RFP's. Community partners are encouraged to attend but in no way will impact the evaluation process if you are unable to attend.

REQUEST FOR PROPOSAL CHECKLIST

All request for proposals shall be assembled in the order below.

- _____ Attachment A – Cover Page (completed and signed in blue ink)
- _____ Narrative B (*No more than 2 pages*)
- _____ Attachment C - Budget and Justification
- _____ Attachment D - Results Matrix
- _____ Attachment E –Assurances (signed in blue ink) (*only 1 original required*)

FACT EMPOWERMENT AREA BACKGROUND

FACT Empowerment Vision Statement

The FACT Empowerment Board has adopted the state Empowerment vision statement.
“Every child beginning at birth will be healthy and successful”

FACT Empowerment Mission Statement

The FACT Empowerment Board has continued to utilize the original mission statement from its inception in 1998.
“Families and Communities together will achieve a productive and sustainable future”

FACT Empowerment Result Areas

- Healthy Children
- Children Ready for School
- Safe and Supportive Communities
- Secure and Nurturing Families
- Secure and Nurturing Child Care Environment

FACT Empowerment Guiding Principles

The FACT Empowerment Boards guiding principals are as follows:

- Collaboration promotes the most effective and efficient use of resources.
- Citizen involvement strengthens a community’s ability to face challenges and create positive outcomes.
- Empowered families make healthy decisions to enhance their quality of life.
- Healthy families are the foundation of strong communities.

FACT Empowerment Priorities

The FACT Empowerment Board supports the following priorities and strategies.

- Family support opportunities
- Professional development opportunities
- Preschool enrichment opportunities, including access to and quality
- Child care enrichment opportunities, including quality and capacity building
- Supportive of research based, evidence based practices
- Demonstrate performance measures for input, output, quality/efficiency, and outcomes

FACT Empowerment Local Indicators		
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Result	Indicators	Indicator Measures
Healthy Children	Immunized Children	% of children with health insurance % of WIC children ages 2-5 with a body mass index at or above the 85 th percentile
Children Ready for School	Pre-literacy Skills	% of kindergartners who had a preschool experience % of participating preschool providers at each level of the voluntary quality rating system
Safe and Supportive Communities	Employment Rate	Employment Rate
Secure and Nurturing Families	Incidence of Child Abuse	Child Abuse Incidence Rate for Children 5 years and under
Secure and Nurturing Child Care Environments	Availability of Child Care	# of licensed and registered child care slots
	Availability of Preschool	# of licensed and/or Department of Education preschool slots
	Quality Child Care Ratings	% of participating child care providers at each level of the voluntary quality rating system

Grant Form – Attachment A
FACT Empowerment
APPLICATION COVER PAGE

“Board Use Only”

Priority _____

Score _____

1. Bidder (legal name, mailing address, telephone, email address, and fax number)

2. Contact Person: Name, Phone Number and Email Address

Please check one

- I received funding in the previous fiscal year
- I did not receive funding in the previous fiscal year

3. Federal Tax ID Number

4. Amount of funding requested:

Project Name

Please fill in the following purpose statement. Be sure the information fits in the required area of this form. This information may be used for news releases or educational trainings. For an example of how to provide the requested information, please refer to the information section of the application.*

7. Certificate: I hereby affirm that:

- a. The information in this application is accurate to the best of my knowledge.
- b. The organization has the resources to meet the goals and objectives included in this application of the amount of applied funds.
- c. If awarded, based on my authority, the organization is committed to fulfilling the standard contract Conditions.

Signature, Executive Program Director

Date Signed

NARRATIVE INFORMATION - ATTACHMENT B

The total narrative section is not to exceed 2 pages.

1. ORGANIZATION BACKGROUND

Briefly describe your purpose, mission and history of your organization.

Briefly describe constituents served.

Briefly describe your current programs and key achievements. What population will you target and why? What is the anticipated numbers to be served?

2. PROVEN EFFECTIVENESS

Does the proposed project utilize a research based and/or evidence based or a promising practice model or approach? If no, please explain. If yes, please describe site the source of research, evidence, or promising practices information in which you gathered (i.e. website, research article, other). Reference the research base or exemplary practice at which this proposal is based

3. POTENTIAL IMPACT *(Indicators and priorities can be found in the RFP)*

List the local indicator(s) and local priorities that will be impacted and why.

4. MEASURABLE

Is the proposed project one for which data can be collected and analyzed to know if it is working the way it should?

5. COMMUNITY PARTNERSHIPS

Is your project building and maintaining community partnerships? If yes, explain the type of collaborative relationships you are currently engaged with. If no, please explain why.

6. SUCCESSES *(This section will not be considered in the rubric evaluation)*

If this is a continuation of a current project, describe at least one success.

7. CHALLENGES *(This section will not be considered in the rubric evaluation)*

The Empowerment Board is greatly interested in any challenges you have faced or will be facing. Please describe any challenges you have faced and/or may face in upcoming year.

8. FUNDING SOURCES *(This section will not be considered in the rubric evaluation)*

Is this project currently operating, if so what funding sources are utilized? If no, explain.

FACT EMPOWERMENT BUDGET & JUSTIFICATION FORM

Category	Expense Description <i>(Justification-Narrative)</i>	Amount Requested Through Empowerment	Other Funding Sources and/or In-Kind	Total Dollar Amount For Project
Salaries				
Benefits				
Administrative Cost Not to exceed 5%				
Mileage				
Office Supplies				
Contracted Services				
Miscellaneous Cost				
Training				
Rent				
TOTAL				

Provide a detailed budget justification to include in-kind and administrative costs as applicable. Provide a budget narrative of all expenses. *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 FACT Empowerment funding requested, in-kind contributions, and all other sources of revenue. *If further Budget Justification is needed, please provide the information after this budget page.

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 Empowerment 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

Applicants may charge no more than 5% administrative fees.

Grant Form - Attachment D-FACT Empowerment Results Matrix/Business Plan

Name of Project _____

Agency _____

Contact Person _____

Phone Number _____

<p align="center">Goals & Objectives</p>	<p align="center">Program(s)/ Service(s) Components</p>	<p align="center">Action Steps and Time Frames</p>	<p align="center">Program Service/Outcomes Measures <i>(What is the expected measurable result? How will it be measured throughout the project period)</i></p>

“Board Use Only”

“Board Use Only”

Priority _____

Score

***FACT Empowerment RFP Evaluation**

Empowerment Rubric		Applicant:	Project:
Criteria	Minimal (1 point)	Acceptable (2 points)	Outstanding (3 points)
Cover page	<input type="checkbox"/> Applicants purpose statement is minimal	<input type="checkbox"/> Applicants purpose statement is acceptable	<input type="checkbox"/> Applicants purpose statement is outstanding
1. Organizational Background	<input type="checkbox"/> Applicant shows some evidence of organizational capabilities	<input type="checkbox"/> Applicant shows persuasive evidence of organizational capabilities	<input type="checkbox"/> Applicant clearly demonstrates overwhelming evidence of meeting organizational capabilities
2. Proven Effectiveness	<input type="checkbox"/> Applicant shows some evidence of research-based, evidence-based, or promising practices approach	<input type="checkbox"/> Applicant shows persuasive evidence of research-based, evidence-based, or promising practices approach	<input type="checkbox"/> Applicant clearly demonstrates overwhelming evidence of research-based, evidence-based, or promising practices approach
3. Potential Impact	<input type="checkbox"/> Applicant shows some evidence of having the power to positively change the identified local indicators and impact the local priorities for children and families	<input type="checkbox"/> Applicant shows persuasive evidence of having the power to positively change the identified local indicators and impact the local priorities for children and families	<input type="checkbox"/> Applicant clearly demonstrates overwhelming evidence of having the power to positively change the identified local indicators and impact the local priorities for children and families
4. Measurable	<input type="checkbox"/> Applicant shows some evidence for which data can be collected and analyzed to know if it working the way it should	<input type="checkbox"/> Applicant shows persuasive evidence for which data can be collected and analyzed to know if it working the way it should	<input type="checkbox"/> Applicant clearly demonstrates overwhelming evidence for which data can be collected and analyzed to know if it working the way it should
5. Community Partnerships	<input type="checkbox"/> Applicant shows some evidence for which collaborative relationships are being built and/or maintained	<input type="checkbox"/> Applicant shows some persuasive evidence for which collaborative relationships are being built and/or maintained	<input type="checkbox"/> Applicant clearly demonstrates overwhelming evidence for which collaborative relationships are being built and/or maintained
Budget and Justification	<input type="checkbox"/> Applicant shows some evidence of a solid budget and justification	<input type="checkbox"/> Applicant shows persuasive evidence of a solid budget and justification	<input type="checkbox"/> Applicant clearly demonstrates overwhelming evidence of a solid budget and justification
Matrix/Business Plan	<input type="checkbox"/> Applicant shows some evidence of a solid business plan	<input type="checkbox"/> Applicant shows persuasive evidence of a solid business plan	<input type="checkbox"/> Applicant clearly demonstrates overwhelming evidence of a solid business plan
Total			

Attachment E
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

The FACT Empowerment Board 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-SUPPLANTING 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, the FACT Empowerment Board 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

The FACT Empowerment Board 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

The FACT Empowerment Board 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

By submitting an application, the applicant agrees that the FACT Empowerment Board 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 by submitting an application 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 the FACT Empowerment Board 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. By submitting a proposal the applicant grants the FACT Empowerment Board 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 the FACT Empowerment Board 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 the FACT Empowerment Board; (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 the FACT Empowerment Board finds a substantial failure to comply with contractual conditions or with regulations promulgated by the FACT Empowerment Board; and (4) that appropriate records and accounts will be maintained and made available for audit as prescribed by the FACT Empowerment Board.

CERTIFICATION AND ASSURANCE

I CERTIFY that, to the best of my knowledge, the information contained in this application is correct and complete and that the applicant agrees to comply with and uphold the above assurances.

Name of Agency

Date

Signature of Authorized Official

Overview/Purpose of the Empowerment Initiative

Community Empowerment was founded in 1998 on the premise that communities and state government can work together to improve the well being of our youngest children. Community Empowerment's efforts unite agencies, organizations and community partners to speak with a shared voice to support, strengthen and meet the needs of all young children and families. It is believed individuals in local communities working together can identify and implement the best means for attaining desired results.

Achieving Results

Accountability measures are in place in every community in Iowa to demonstrate the capacity and commitment for achieving these results:

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

State of Iowa Empowerment Board

The Iowa Empowerment Board supports state and community partnerships and promotes collaboration among education, health and human services. The board is comprised of 18 voting members: 13 citizens and the directors of the Departments of Education, Human Services, Public Health, Economic Development and Human Rights. Six legislators serve as ex-officio members.

Local Community Empowerment Boards

Local Community Empowerment Areas enable local citizens to lead collaborative efforts involving education, health, and human services programs on behalf of children, families and other citizens residing in the area. The focus is to improve results for families with young children. There are **58** Community Empowerment Areas statewide representing all **99 counties**. Each area has a citizen-led board to support activities to promote collaboration and develop systems in the community for young children and their families. A **majority** of the local board members **are citizens and elected officials**. Board memberships also include consumers and representatives from business, faith, human services, education, and health.

Comprehensive Services and Supports

State funding for Community Empowerment has continually increased since its inception. These resources allow local boards to: expand home visitation and parent education; create quality improvement activities for child care and preschool providers, including professional development and training; increase the availability of infant, shift care and inclusive child care; and increase access to child care and preschools for children living in low income families.

School Ready Funding provides comprehensive services for children ages birth through five years, including:

- preschool and child care
- parent support
- family home visitation
- parent education.

Early Childhood Funding enhances the quality and capacity of child care, including:

- regular child care, including recruitment of providers
- child care for mildly ill children
- second or third shift child care
- infant child care
- training to increase quality for center-based and home-based child care providers.

For general information on Community Empowerment, feel free to contact:

Shanell Wagler
Empowerment Facilitator
Iowa Department of Management
State Capitol Building, Room 12
Des Moines, IA 50319
515/281-4321
shanell.wagler@iowa.gov

Debra Schrader
Local Empowerment Coordinator
1011 Pear Avenue
Prescott, IA 50859
641-369-4000 (Office)
641-344-2250 (Mobile)
debschrader@mddc.com

**This handout is intended to help you understand outcomes as well as what is required in quarterly reporting. This is intended as a guide only.*

Outcomes Reporting Definitions Cheat Sheet

With the Accountable Government Act (AGA) there is an increased emphasis on performance measures and the integration of performance measures into the basic elements of the governance system. This tool has been created to assist you in understanding the specific types of measures that have been identified and defined and will be applied throughout the Empowerment Area. The Empowerment Area will hold itself and providers accountable for outcomes. When used effectively, measures help provide a powerful means of focus within your agency. Measurement is a means to assure leaders that the program/service is on track to reach program/service goals. This tool is also designed to provide you with the basic information you will need for reporting outcomes for your project/service.

Input

The amount of resources invested, used or spent for services, products or activities. Input measures are used to monitor the amount of resources being used to develop, maintain, or deliver a product or service. Typically consist of a single numeric value for a given activity. Inputs may also be referred to as activity or process measures.

Input Examples

- Number of staff
- Number of hours provided
- Number eligible clients/consumers
- Number clients/consumers applying for service
- Number of all dollars invested (include all dollars supporting the program)
- Number of in-kind contributions (meeting space, office supplies etc.)

Output

The number of services, products, or activities produced or provided. Output measures are used to monitor how much was produced or provided. They also provide a number indicating how many items, referrals, actions, and products were involved. Typically consist of a single numeric value for a given activity. Outputs may also be referred to as activity or process measures.

Output Examples

- Number of clients/consumers enrolled
- Number of clients/consumers completing activities
- Number of applications processed
- Number of arrest made
- Number of cases managed
- Number of water leaks fixed
- Number of people trained
- Number of pavement miles resurfaced
- Number of permits issued
- Number of documents processed

Quality/Efficiency

Quality measure is the mathematical expression of how well the service, product, or activity was delivered, based on characteristics to the customers. Quality measures are used to determine if we are meeting the expectations of our customers. These expectations can take many forms, such as timeliness, accuracy, meeting regulatory requirements, courtesy, and meeting customer needs.

Efficiency measure is the unit cost or level of productivity associated with a given service product or activity. Efficiency measures are used to monitor the relationship between the amount produced and the resources used. Creating an efficiency measure requires knowing both input and output information. It is typical for quality and efficiency measures to be expressed as proportions, percentages, rates, or ratios.

Quality Measures Examples

- Busy signal rate (timeliness)
- % of applications requiring rework due to internal errors (accuracy)
- % of wells meeting minimum water quality requirements (requirements)
- % of drivers licenses issued within one hour (timeliness)
- Tax payer error rate on tax returns (accuracy)
- % of clients that rated themselves as successfully rehabilitated (requirements)

Efficiency Measures Examples (unit cost & productivity)

- Cost per license issued
- Cost per employee taught
- Cost per lane-mile paved
- Cost per client served
- Cost per document
- Licenses processed per employee-hour
- Units produced per week
- Students taught per instructor
- Cases resolved per agent
- Calls handled per hour

Outcome Measures

Outcome measures are the mathematical expression of the effect on customers, clients, and the environment, infrastructure that reflect the purpose. Outcome measures are used to determine the extent to which a core function, goal, activity, product, or service has impacted its intended audience. An outcome measures should how if you are achieving your mission or goal.

Outcome Examples

- Highway death rate
- Crime recidivism rate
- % of persons able to read and write after attending a remedial education course
- % of entities in compliance with requirements
- % of clients rehabilitated
- % of cases resolved
- % of change in skills knowledge (i.e. parenting skills, school readiness)
- % of change in attitude (i.e. parenting, healthy behaviors)
- % of change in behavior (i.e. activity attendance)
- % of change in conditions (i.e. affordable care, safe families, healthy household).

School Ready Funding Definitions

Administration Funding	<p><u>Definition</u> No more than 3% of school ready allocation can be used for board administration.</p> <p><u>Allowable Activities - Examples Only</u> Board insurance Board coordination (empowerment coordinator) Board expense – refreshments, meeting costs, copies, postage, etc Board training</p>										
Preschool Tuition, Transportation, and Other Supportive Services Funding	<p><u>Definition</u> These funds are designated to support preschool programming which serves families at or below 200% of the federal poverty level.</p> <p><u>Allowable Activities – Examples Only</u> <i>Funding must be used to assist the parent or the child not the preschool</i> *Support to maintain, increase and improve the availability of <i>quality</i> preschool programming based on a per child basis *Scholarships distributed to programs to assist families meeting the definition of poverty *Support transporting children to and from their preschool programming *Other supportive services - such as mental health services; screenings (dental, vision, health, developmental), nutrition and physical consultation, parent involvement, parent support, child care nurse consultant.</p>										
Quality Improvement Funding	<p><u>Definition</u> Quality improvement efforts that have been identified in the local empowerment areas.</p> <p><u>Allowable Activities – Examples Only</u> Empowerment coordinators; QPPS support; NAEYC support; Early Access support; Maternal child health support; facility improvements for child care providers; incentives for child care providers; professional development; enhance family support and home visitation activities; child care nurse consultants</p>										
0-3 Home Visitation	<p><u>Definition</u> These funds are designated for family support services and parent education programs targeting families with young children for prenatal through age 3 years. Programs <i>must</i> have a home visitation component.</p> <p><u>Allowable Activities - Examples Only</u> Home visiting service delivery model New-born follow-up home visits Service coordination of family support Parent support groups</p>										
Family Support/Home Visitation	<p><u>Definition</u> These funds are designated for family support and parent education programs targeting families with children ages prenatal through age 5 years.</p> <p><u>Allowable Activities Examples</u> Home visiting service delivery model Parent support groups Family resource centers (i.e. Storks Nest) Parent education</p>										
Flexible Funding	<p><u>Definition</u> There is no definition for the flexible funding, other than it must meet the needs of families with children ages 0-5 and fit the community plan and local empowerment priorities/needs.</p> <p><u>Allowable Activities – Examples only</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Car seat inspections</td> <td style="width: 50%; border: none;">Literacy efforts</td> </tr> <tr> <td style="border: none;">Storks Nest</td> <td style="border: none;">Service Coordination</td> </tr> <tr> <td style="border: none;">Home visitation</td> <td style="border: none;">Family support programs</td> </tr> <tr> <td style="border: none;">Professional development for providers</td> <td style="border: none;">Quality improvement activities</td> </tr> <tr> <td style="border: none;">Needs assessment and planning</td> <td style="border: none;">Other Miscellaneous programming efforts</td> </tr> </table>	Car seat inspections	Literacy efforts	Storks Nest	Service Coordination	Home visitation	Family support programs	Professional development for providers	Quality improvement activities	Needs assessment and planning	Other Miscellaneous programming efforts
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Early Childhood Definitions

Administration	<p><u>Definition</u> No more than 5% of early childhood allocation can be used for board administration.</p> <p><u>Allowable Activities – Examples Only</u> Board insurance Board coordination (empowerment coordinator) Board expense – refreshments, meeting costs, copies, postage, etc Board training</p>
Early Childhood Funding	<p><u>Definition</u> Federal funds designated to enhance the capacity and quality of child care services</p> <p><u>Allowable Activities – Examples Only</u> Support for CCRR Child care nurse consultants Health and safety training Self assessments for child care providers Preschool quality improvement efforts Als Pals</p>

Other Support Information

*Family Support Definition

Family Support programs are defined as community-based services to promote the well-being of children and families.

Family Support programs have the following characteristics:

- **Family driven**, meaning there is a true partnership with families.
- **Comprehensive, flexible, and individualized** to each family based on their culture, needs, values and preferences.
- **Build on strengths** to increase the stability of family members and the family unit.
- Utilize **informal** and **formal** family supports.

This is an example of a purpose statement. This information is utilized in the state annual report.

*Program Strategy Purpose/Plan “Example”	
The purpose of the:	Crisis Child Care Program/Service <i>(strategy/activity)</i>
is to:	provide 24 hour emergency care <i>(service, program, or product)</i>
for:	families experiencing a crisis <i>(customer/client)</i>
in order to:	assure a quality safe, and nurturing child care arrangement for the child(ren) to relieve parental stress. <i>(outcome/planned benefit)</i>