

# Johnson County Empowerment Area

## Request for Contract Renewal FY09 Funding

Issued: December 11, 2007

Contact: Laurie Nash, Johnson County Empowerment

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**JOHNSON COUNTY EMPOWERMENT AREA  
GRANTS FOR EARLY CHILDHOOD ACTIVITIES**

***REQUEST FOR CONTRACT RENEWAL***

The Johnson County Empowerment Area strives for safe and healthy children and families at home and in the community. The goal of the Johnson County Empowerment programs is to ensure that young children are properly nurtured and stimulated in safe and healthy environments so that they are ready to learn and succeed when they enter school. Iowa's early childhood vision is that "Every child, beginning at birth, will be healthy and successful."

**REQUIREMENTS FOR RENEWAL APPLICATIONS**

**APPLICATIONS MUST BE RECEIVED BY 4:30 pm on MAY 1, 2008.** Applications received after the deadline will be considered solely at the discretion of the Empowerment Board.

**Applications must be accompanied by a complete report for the third quarter of fiscal year 2008 (January - March 2008).** Report must include quarterly and year-to-date information.

Incomplete applications or applications which do not meet these requirements will be disqualified. Faxed applications will not be accepted.

One original, five (5) paper copies, and one electronic copy (PC Word compatible, disk or e-mail) of the application will be submitted to:

Laurie Nash, Early Childhood Specialist  
Johnson County Empowerment  
1150 5<sup>th</sup> Street, Suite 261  
Coralville, IA 52241  
[Empower@JCEmpowerment.org](mailto:Empower@JCEmpowerment.org)

**Applications must follow the following format (include page numbers). Applications must be accompanied by a complete report for the 3<sup>rd</sup> quarter of the current fiscal year.**

**All answers to application questions should be in reference to the original grant application submitted to Johnson County Empowerment.**

**Cover Page:**

Contact info:

Date of application, provider name, program name, address of provider, name of contact persons (preferably two), phone and FAX numbers, e-mail address, amount of funding requested and whether this is a first or second renewal.

**Outcome Statements**, e.g. "The purpose of the (program) is to provide/produce (service/activity/product) to/for (customer) so they can/in order to (outcome/planned benefit) .

**Summary Table**

Program Name and Funding requested	Target Audience; expected # to be served	Goals of Program	Scope of Services (specific activities to be performed)	Performance Measures and Specific Measurements to be reported

## **Proposal Narrative:**

### **I. Changes to Program Description**

- ◆ Describe any changes in services/activities to be provided.
- ◆ Describe any changes in the target audience and/or eligibility criteria; include geographic, socio-economic, age and other demographic descriptions. Include changes in anticipated numbers of families/children to be served.
- ◆ **If current year's projections are not being met (i.e. numbers to be served, target audience) please explain why those are not being achieved and what has been done to address this.**
- ◆ **Any changes which would significantly change the program design or delivery may constitute a new program and may require a new grant application. If significant changes are planned, please contact Empowerment as soon as possible.**

### **II. Evaluation**

Describe any changes in how the program will be evaluated, including

- ◆ Outcomes to be achieved.
- ◆ Changes in evaluation tools utilized; where appropriate, include as an attachment any new/updated evaluation tools, surveys, or forms.
- ◆ **If current year's goals are not being met, please explain reasons behind this and what is being done to address this currently.**

**III. Provider Qualifications:** Describe any changes in staff that are providing the program.

**BUDGET FORM**

**Budget:** The budget is to be on the attached forms. **Line item changes up to 10% of the total budget are allowed. Any change in the total budget from the budget presented in the original grant application must be approved by the Johnson County Empowerment Board and may require a new grant application. If total Empowerment request is different from the original application, contact Empowerment as soon as possible before the budget is due.**

Identify any involvement you have with the Empowerment Board or its programs.

**This form is available in electronic form as an Excel document (recommended). Contact Laurie Nash.**

	Total Program Cost	Empowerment Request	Other Revenue <small>(detail chart B)</small>
Salaries & personnel <small>detail chart A</small>			
1. Salaries subtotal			
Program Costs <small>provide detail</small>			
2. Program Costs subtotal			
Participant Supports <small>provide detail</small>			
3. Participant Supports subtotal			
Equipment <small>provide detail</small>			
4. Equipment subtotal			
Other <small>provide detail</small>			
5. Other subtotal			
6. TOTAL DIRECT <small>(total lines 1+2+3+4+5)</small>			
Administration			
Other Indirect			
7. TOTAL INDIRECT			
8. TOTAL EXPENDITURES <small>(total lines 6+7)</small>			

Provide detail of **salary costs** in chart below (you may add additional lines):

Detail Chart A: Salary Costs

Job Title	% of FTE for project	Total Cost	Empowerment Request	Other Revenue
1.				
2.				
3.				
<b>Totals</b>				

The above Totals should be the same as budget line 1; if these two numbers aren't the same, check the arithmetic.

Provide detail of **source of other revenue** in chart below (you may add additional lines):

Detail Chart B: Other Revenue

Source of Other Revenue	Total amount of other revenue from source
1.	
2.	
3.	

The above Total should be the same as budget line 8 far right column; if these two numbers aren't the same, check the arithmetic.

## **GRANT ADMINISTRATION:**

- Funding decisions will be made by the Empowerment Board by July 1, 2008. Applicants may be asked to make a short presentation to the Board.
- All applicants will be notified in writing of the funding decisions.
- Applicants who are denied funding may appeal to the Johnson County Empowerment Board. Appeals must be made in writing and be received by the Early Childhood Specialist within five (5) working days of receipt of the selection decision letter. Appeals must be based on a contention that the process violated state or federal law, that policies or rules did not provide adequate public notice, or involved a conflict of interest by staff or review team members. The Empowerment Board, or a committee designated by the Board, will review the appeal and mail a notice of its decision to the appellant within five (5) working days of the review.
- Programs awarded multiple-year contracts will be required to submit updated budgets annually. Changes in subsequent years' budgets must first be approved by Empowerment. Empowerment should be notified of planned changes as early as possible and before the May 1 application deadline.
- All grantees will be required to submit quarterly progress reports and one final report at the end of the funding period.
- Funding recipients will be responsible for submitting quarterly progress and expenditure reports to the Early Childhood Specialist of the Johnson County Empowerment Area, in accordance with a format which will be provided.
- Reports will include:
  - ✓ Number and ages of persons served,
  - ✓ Length of service provided for each client,
  - ✓ Results of evaluation tools utilized,
  - ✓ Quarterly and year-to-date expenditures, and
  - ✓ Other information which will help the Empowerment Board identify and meet the needs of the target population, such as:
    - barriers identified by families,
    - need for service, and
    - other recommendations.
- Reports may include, as appropriate:
  - ✓ Participating children's progress as measured on the Devereux Early Childhood Assessment (DECA),
  - ✓ Participating early educators' progress as measured on the Family Day Care Rating Scale (FDCRS), Infant-Toddler Environmental Rating Scale (ITERS), or Early Childhood Environmental Rating Scale (ECERS),
  - ✓ Participating families' growth as measured on the Education & Support Participant Evaluation.

**Questions about this Renewal should be directed to Laurie Nash at 339-6179 or [Empower@JCEmpowerment.org](mailto:Empower@JCEmpowerment.org)**