



IOWA DEPARTMENT OF HEALTH AND HUMAN SERVICES

DIVISION OF Family Well-Being and Protection

Iowa Child Abuse Prevention Program (ICAPP)

REQUEST FOR PROPOSAL FWBPEIS26040

Contract Period: *July 1, 2025- June 30, 2028*

Contract Term: *July 1, 2025- June 30, 2027*

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SECTION 1 -- GENERAL AND ADMINISTRATIVE ISSUES

1.01 Purpose

The purpose of this Request for Proposal (RFP) # FWBPEIS26040 is for the Iowa Department of Health and Human Services (Agency) to solicit applications from eligible Community-Based Volunteer Coalitions or Councils for the provision of services to prevent Child Maltreatment in Iowa to begin in State Fiscal Year (SFY) 2026. Funds for services are available under the Iowa Child Abuse Prevention Program (ICAPP). Eligible applicants must be community-based according to 235A.1 b., “funds for the programs shall be applied for and received by a community-based volunteer coalition or council.” An applicable Community-Based Volunteer Coalition or Council will obtain a letter of support from an Early Childhood Iowa (ECI) area board to indicate a mutual agreement to collaborate on community initiatives to reduce duplication and enhance service delivery. Funds for services are available under the Iowa Child Abuse Prevention Program (ICAPP). Service delivery model will align with Early Childhood Iowa geographical areas. See Attachment E ECI Map.

This procurement is intended to purchase services in alignment with the recommendations outlined in the Prevent Child Abuse (PCA) Iowa Child Maltreatment Needs Assessment (Attachment F) The partnership between Prevent Child Abuse (PCA) Iowa and the Agency, founded in the needs assessment, has resulted in more focused efforts to combat child abuse, and strengthen families through Evidence-Based practices in high-need areas of the state. The focus on seven primary goals resulting from historical planning remains. Those primary goals are:

- Reduce maltreatment by targeting services to families exhibiting risk factors that are most closely correlated with child abuse and neglect.
- Coordinate maltreatment prevention funding sources across multiple service sectors (e.g. public health, early childhood, human services) to use each source strategically in combatting child abuse and neglect.
- Balance funding between Primary and Secondary Prevention with a greater emphasis on reaching more vulnerable families.
- Embed practices that support cultural equity in prevention.
- Increase the use of informal and non-stigmatizing supports for families and youth.
- Increase the use of Evidence-Based Practices (EBPS) in child maltreatment while introducing and evaluating innovative approaches; and

- Engage in a statewide evaluation of prevention services' effectiveness, monitoring protective and risk factors at the organization and community level.

1.02 Contract Term

The anticipated **Contract Term** is from *July 1, 2025, to June 30, 2027*.

The Agency anticipates executing a contract that will have an initial 2-year contract term. The Agency shall have the option to extend the contract at its sole discretion for up to one, 1-year term. Contract extensions are at the Agency's sole discretion and are subject to review of the contractor performance, contractor's compliance with the special and general terms and contingent terms of the contract, availability of funds, program modifications, or any other grounds determined by the Agency to be in the Agency's best interests. The contract term, including all possible extensions provided by the Agency shall not exceed a three-year period.

The issuance of this RFP in no way constitutes a commitment by the Agency to award a contract.

1.03 Eligibility Requirements

Applicants must meet each of the following eligibility requirements for consideration.

Eligible Applicants

- The Agency will only consider Proposals from Applicants who are a Community-Based Volunteer Coalition or Council as stated in Iowa Code § 235A.1 and as defined by Iowa Admin. Code Ch. 441-155.
- Applicants must provide Attachment G, Letter of Support, with their Early Childhood Iowa (ECI) board. Councils covering multiple ECI areas are only required to submit one Letter of Support from one ECI area.
- In order to be eligible for funds in the Evidence-Based Home Visitation category, Applicants shall submit evidence of accreditation and/or affiliation that is completed or in progress. Proof of accreditation/affiliation shall include either:
 - o Letter of completed affiliation or accreditation from Healthy Families America or Parents as Teachers national office; or
 - o Documentation from Healthy Families America or Parents as Teachers national office that the organization has begun the process to become accredited or affiliated.

The Agency anticipates issuing multiple Contracts as a result of this RFP. Individual Projects may experience any of the following outcomes:

- The Project may not be funded at all,
- The Project may be offered partial funding, or
- The Project may be funded completely.

If an Applicant is offered partial funding, they will be given the opportunity during Contract negotiations to update Project budget and revise Project output measures in proportion to the partial award amount. The Agency anticipates receiving funding requests in excess of the total amount of available funds. Applicants are not guaranteed any amount of funding, including the maximum amount allowed.

Electronic Communication Requirements

Applicant is required to maintain and provide to the Agency, upon application, a current and valid email account for electronic communications with the Agency.

Official email communication from the Agency regarding this application will be issued from grants@iowagrants.gov. Applicants are required to assure these communications are received and responded to accordingly.

1.04 Service Delivery Area

The Agency's goal is to have local Community-Based Volunteer Coalition or Councils selected to provide services in alignment with Early Childhood Iowa (ECI) geographical areas as much as possible. If a county within an ECI geographical area does not align with the Community-Based Volunteer Coalition or Council, multiple ECI area boards can be asked to write a letter of support so multiple counties can be considered for the Applicant's proposed project(s). A geographical area with more than one county will be referred to as a proposed service area. If a county is not included in an awarded application or if a contract is terminated during the project period, the Agency may request, at its sole discretion, a current contractor (preferably contiguous) to provide the local project(s). If multiple contractors' express interest the Agency may base the award decision on RFP application scoring or on any other grounds determined by the Agency to be in the best interests of the service area, or the Agency may issue an RFP for the provision of services in the unserved service area.

1.05 Available Funds

The source of funding are state and federal funds. The amount for a Contract to provide services awarded as a result of this RFP, shall not exceed the ceiling amount per ECI Area (Attachment H) but can be awarded to cover more than one ECI Area, therefore the maximum award amount for any annual Contract Year shall not exceed the amount of the multiple awarded counties within applied ECI Area/service area. Applicants will be expected to submit budgets for the first **annual** contract period (Contract Year 1), refer to section 2 and 3 of this RFP.

Bid Floor/Ceiling Amounts

The total value of Bid Proposals award limits are determined by the counties within an ECI Area, see Attachment H. Project components shall apply for at least the minimum amounts as detailed in the Minimum Bid Amounts table below.

Minimum Bid Amounts (per SFY)

Home Visitation Services	\$15,000
Sexual Abuse Prevention Projects	\$10,000
Community Capacity Building Projects	\$15,000

Maximum Awards

Funds for the Program are limited, and Proposals compete with other Projects throughout the state for a share of the funding. Funding decisions will be made through a combination of evaluation scores from independent review team(s) and in consideration of a Contractor's history of Contract compliance.

Because of the limits of available funds and the use of existing data in decision making, additional funding limits include the following:

- Total awards for all Sexual Abuse Prevention Projects **combined** will be capped at \$231,459.
- Each Award will have a Maximum annual award determined by the number of counties and associated ECI Areas detailed within each Bid Proposal. Per Attachment H, each ECI Area has a base award amount, with the potential for additional funds with multi-county areas and child population. A Council can choose to serve more than one ECI Area's geography and the associated funds may be applied.

Maximum Annual Award Amounts by ECI Area

Low 0-17 years of age Population	\$0
Low-Medium 0-17 years of age Population	\$35,000
Medium-High 0-17 years of age Population	\$55,000
High Risk 0-17 years of age Population	\$125,000

The Agency anticipates up to \$2,170,000.00 available for ICAPP and **Community-Based Child Abuse Prevention** (CBCAP) state and federal funds for approximately 34 of awards.

Additionally, start-up costs for Community Capacity Building projects or family-support evidencebased affiliate fees for awarded projects may be included in applicant's proposed budgets. These awards shall be spent by September 30, 2025. Invoices for these funds shall be submitted no later than October 31, 2025. Actual total awards and individual contract funding levels may vary from that listed per Attachment H as the start-up costs will utilize time sensitive funds. Start-up funding may be withdrawn completely, depending on availability of funding or any other grounds determined by the Agency to be in the Agency's best interests. **1.06**

Schedule of Important Dates (All times and dates listed are local Iowa time.)

The following dates are set forth for informational purposes. The Agency reserves the right to change them.

EVENT	DATE
RFP Issued	01/30/2025
Written Questions and Responses	
Round 1 Questions Due: Responses Posted By:	02/04/2025 02/10/2025
Round 2 Questions Due: Responses Posted By:	02/11/2025 02/14/2025

Final Questions Due:	02/18/2025
Responses Posted By:	02/24/2025
Applications Due	03/11/2025 <i>by 4:00 PM Local Iowa Time</i>
Post Notice of Intent to Award	04/15/2025

A. RFP Issued – The Agency will post the RFP under Grant Opportunities quick link at www.iowaGrants.gov on the date referenced in the Schedule of Events table above. The RFP will remain posted through the Applications Due date.

B. Applicant's Conference – An applicant's conference will not be held.

C. Written Questions and Responses – Written questions related to the RFP must be submitted through www.iowaGrants.gov no later than the dates specified in the table above. Applicant must be registered with IowaGrants in order to submit a question (Refer to the links section for instructions on registering and logging in to IowaGrants).

Written questions submitted after the date specified for final questions in the table above will not be considered and a response will not be provided by the Agency.

- Registered Users login to www.iowaGrants.gov
- Click on 'Users click here to login'
- ID.iowa.gov, sign-in (email address), click next (enter password), hit enter or click verify ● Search Funding Opportunities
- Select this Funding Opportunity
- Click on 'Ask A Question' link located at the top right-hand side of the Opportunity Details page, and enter a single question in the 'Post Question' box ● Click the 'Save' button

Additional questions may be submitted by repeating the process above for each individual question. If the question or comment pertains to a specific section of the RFP, the section and page must be referenced. Verbal questions will not be accepted. Questions will not be displayed in IowaGrants until written responses are posted by the Agency.

The Agency will prepare written responses to all pertinent, timely and properly submitted questions according to the schedule of events table above. The Agency's written responses will be considered part of the RFP.

To view posted questions and responses:

- Login to www.iowaGrants.gov ● Search Funding Opportunities
- Select this Funding Opportunity
- Scroll to the bottom of the Opportunity Details page, under the **Questions** subsection to view the posted questions and answers.

It is the responsibility of the applicant to check this Funding Opportunity in www.iowaGrants.gov periodically for written questions and responses to this RFP.

D. Application Creation – The application will consist of multiple required forms (refer to Section 3) available within the Electronic Grant Management system at www.iowaGrants.gov. Each form of the application must be completed in its entirety or IowaGrants will not permit the application to be submitted.

Each individual within the applicant organization who desires access to the application must be registered in IowaGrants (refer to the links section for instructions on registering and logging in to IowaGrants). **The first user to initiate an application for a Funding Opportunity is designated by the system as the primary user (Registered Applicant) for that application.** This primary user can add additional registered users as Grantee Contacts within their organization to the Funding Opportunity for completion/edit/review of forms and submission of the application. If multiple users are editing the same form within an application at the same time, the last saved version will over-ride any changes made by other users.

IowaGrants will permit multiple registered users of the applicant organization to create separate applications for the same Funding Opportunity, thereby creating multiple applications for the same Funding Opportunity. The applicant is responsible for ensuring only one entire application is completed and submitted for each requested service area (refer to Sections 1.04 and 1.14) in response to this RFP.

E. Applications Due – Applications must be submitted by 4:00 p.m. (local Iowa time) 04/15/2025 in the Electronic Grant Management System at www.iowaGrants.gov. Attempted submission of a completed application after stated due date and time will not be allowed by the system. This Funding Opportunity will not be available as a Current Opportunity on the Electronic Grant Management System after the stated due date and time. If submission of an application is attempted after the stated date and time, the applicant will receive a notice stating, “The Funding Opportunity is closed”.

Applications submitted to the Agency in any manner other than through Electronic Grant Management System of the IowaGrants website (e.g. electronic mail to any other address, faxed, hand-delivered, mailed or shipped or courier-service delivered versions) will be rejected, not reviewed by the Agency and a rejection notice will be sent to the applicant. Any information submitted separately from the application will not be considered in the review process.

The date and time system of the IowaGrants Electronic Grant Management System shall serve as the official regulator for the submission date and time of an application.

The due date and time requirements for submission of the application within the Electronic Grant Management System of IowaGrants website are mandatory requirements and will not be subject to waiver as a minor deficiency.

Submission Confirmation Screen: After an applicant submits an application, a confirmation screen containing an Application ID number will appear on your computer screen.

It is the applicant's sole responsibility to complete all Funding Opportunity Forms and submit the application in sufficient time.

F. Release of Names of Applicants – 04/18/2025. The names of all applicants who submitted applications by the deadline shall be released to all who have requested such notification via an email request to *John McMullen* at john.mcmullen@hhs.iowa.gov. The announcement of applicants who timely submitted an application does not mean that an individual application has been deemed technically compliant or accepted for evaluation.

G. Notice of Intent to Award – A Notice of Intent to Award the contract(s) will be posted for 10 business days on the Agency Web page <https://hhs.iowa.gov/about/fundingopportunities/notice-intent-award> under *Funding Opportunities* link by 4:30 pm on the date specified in the Schedule of Events table above. Applicants are solely responsible for reviewing the Notice of Intent to Award to determine their award status.

H. Contract Negotiations and Execution of the Contract – Following the posting of the Notice of Intent to Award, the Authorized Official for the successful applicant(s) will receive a contract document via email from the Agency. The successful applicant has ten (10) working days from date of receipt in which to negotiate and sign a contract with the Agency. If a contract has not been executed within ten (10) working days of applicant's receipt, the Agency reserves the right to cancel the award and to begin negotiations with the next highest ranked applicant or other entity deemed appropriate by the Agency. The Agency may, at its sole discretion, extend the time period for negotiations of the contract.

1.07 Inquiries

Inquiries related to the RFP shall be submitted in accordance with Section 1.06 (C).

For assistance regarding IowaGrants, please contact the Agency IowaGrants Helpdesk at iowagrants.helpdesk@hhs.iowa.gov or by calling 1-866-520-8987 (available between 8:00 AM and 4:00 PM on weekdays, excluding state holidays).

Unauthorized contact regarding this RFP with other state employees may result in disqualification. In no case shall verbal communications override written communications. Only written communications are binding on the Agency.

The Agency assumes no responsibility for representations made by its officers or employees prior to the execution of a legal contract, unless such representations are specifically incorporated into the RFP or the contract.

Any verbal information provided by the applicant shall not be considered part of its application.

1.08 Amendments to the RFP

The Agency reserves the right to amend the RFP at any time. In the event the Agency decides to amend, add to, or delete any part of this RFP, a written amendment will be posted at www.iowaGrants.gov under the Attachments section of this Funding Opportunity. The applicant is advised to check this website periodically for amendments to this RFP. In the event an amendment occurs after the Funding Opportunity is closed, the Agency will email the written amendment to the individuals identified in the submitted application as the Project Officer (Registered Applicant) and the Authorized Official listed in the Cover Sheet- General Information Form.

1.09 Open Competition

No attempt shall be made by the applicant to induce any other person or firm to submit or not to submit an application for the purpose of restricting competition.

1.10 Withdrawal of Applications

An application created in IowaGrants.gov cannot be deleted. An application may be withdrawn by request of an applicant at any time prior to the due date and time. An applicant desiring to withdraw an application shall submit notification including the funding opportunity number, application ID, title of the application, and the applicant organization name via email to iowagrants.helpdesk@hhs.iowa.gov.

After this funding opportunity closes, the Agency may withdraw applications that have not been submitted.

1.11 Resubmission of Withdrawn Applications

A withdrawn application may be resubmitted by an applicant at any time prior to the stated due date and time for the submission of applications.

To access a withdrawn application:

- Registered Users login to www.iowaGrants.gov as a returning user.
- Search Funding Opportunities.
- Select this Funding Opportunity.
- Click on 'Copy Existing Application'.
- Select the application that you want to copy by marking it under the 'Copy' column (Note: all applications whether in editing, submitted or withdrawn status will be displayed to be copied);
- Click the 'Save' button.

The application that was copied will be open in this funding opportunity. Be sure to re-title the application, if necessary, by going into the General Information form and editing it. Continue to complete the application forms and submit following the guidance provided in sections 1.06 (D) and (E), and in section 3 of this RFP.

Withdrawn applications for this RFP posting must be submitted by the due date provided in section 1.06 in order to be considered for funding. Withdrawn, submitted, or editing status applications are also available to copy to other Funding Opportunities in IowaGrants at any time.

1.12 Acceptance of Terms and Conditions

- A. An applicant's submission of an application constitutes acceptance of the terms, conditions, criteria and requirements set forth in the RFP and operates as a waiver of any and all objections to the contents of the RFP. By submitting an application, an applicant agrees that it will not bring any claim or have any cause of action against the Agency, or the State of Iowa based on the terms or conditions of the RFP or the procurement process.
- B. The Agency reserves the right to accept or reject any exception taken by an applicant to the terms and conditions of this RFP. Should the successful applicant take exception to the terms and conditions required by the Agency, the successful applicant's exceptions may be rejected, and the Agency may elect to terminate negotiations with that applicant. However, the Agency may elect to negotiate with the successful applicant regarding contract terms which do not materially alter the substantive requirements of the RFP or the contents of the applicant's application.

1.13 Costs of Application Preparation

All costs of preparing the application are the sole responsibility of the applicant. The Agency is not responsible for any costs incurred by the applicant which are related to the preparation or submission of the application or any other activities undertaken by the applicant related in any way to this RFP.

1.14 Multiple Applications

An applicant may submit only *one* application *for an ECI Area/service area, but the application may include multiple projects.*

1.15 Oral Presentation

Applicants may be requested to make an oral presentation of the application. The determination of need for presentations, the location, order, and schedule of the presentations is at the sole discretion of the Agency. If an oral presentation is required, applicants may clarify or elaborate on their applications but may in no way change their original application.

1.16 Rejection of Applications/Cancellation of the RFP

- A. The Agency reserves the right to reject, in whole or in part, any or all applications, to advertise for new applications, to arrange to receive or itself perform the services herein, to abandon the need for such services, and to cancel this RFP if it is in the best interests of the Agency.

B. Any application will be rejected outright and not evaluated for any of the following reasons:

1. The applicant is not an eligible applicant as defined in section 1.03.
2. An applicant submits more than one application for the same service area for the same funding opportunity.
3. An application is submitted in a manner other than the Electronic Grant Management System at www.iowaGrants.gov.

C. Any application may be rejected outright and not evaluated for any one of the following reasons:

1. The applicant fails to include required information or fails to include sufficient information to determine whether an RFP requirement has been satisfied.
2. The applicant fails to follow the application instructions or presents information requested by this RFP in a manner inconsistent with the instructions of the RFP.
3. The applicant provides misleading or inaccurate answers.
4. The applicant states that a mandatory requirement cannot be satisfied.
5. The applicant's response materially changes a mandatory requirement.
6. The applicant's response limits the right of the Agency.
7. The applicant fails to respond to the Agency's request for information, documents, or references.
8. The applicant fails to include any signature, certification, authorization, or stipulation requested by this RFP.
9. The applicant initiates unauthorized contact regarding the RFP with a state employee.

1.17 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 for complying with these requirements.

In addition, Iowa Code Chapter 722 provides that it is a felony offense to bribe a public official.

1.18 Use of Subcontractors

- A. The Agency acknowledges that the selected Applicant may contract with third parties for the performance of any of the Contractor's obligations. The Agency reserves the right to provide prior approval for any subcontractor used to perform services under any contract that may result from this RFP.
- B. Current individual employees of the State of Iowa may not act as subcontractors under this contract.
- C. The applicant is fully responsible for all work performed by subcontractors. No subcontract into which the applicant enters into with respect to performance under the

contract will, in any way relieve the applicant of any responsibility for performance of its duties.

1.19 Reference Checks

The Agency reserves the right to contact any reference to assist in the evaluation of the application, to verify information contained in the application and to discuss the applicant's qualifications and the qualifications of any subcontractor identified in the application.

1.20 Criminal Background Checks

The Agency reserves the right to conduct criminal history and other background investigations into the applicant, its officers, directors, managerial and supervisory personnel, clerical or support personnel, and health care professional personnel retained by the applicant for duties related to the performance of the contract. Such information may be used in determining contract awards. The applicant shall cause all waivers to be executed by appropriate persons to effectuate the investigations.

1.21 Information from Other Sources

The Agency reserves the right to obtain and consider information from other sources concerning an applicant, including the applicant's product or services, personnel, and subcontractors, and the applicant's capability and performance under other Agency contracts, other state contracts and contracts with private entities. The Agency may use any of this information in evaluating an applicant's application.

1.22 Verification of Application Contents

The Agency reserves the right to verify the contents of an application submitted by an applicant. Misleading or inaccurate responses may result in rejection of the application pursuant to Section 1.16.

1.23 Litigation and Investigation Disclosure

The applicant shall disclose any pending or threatened litigation, administrative, or regulatory proceedings or similar matters which could affect the ability of the applicant to perform the required services. Failure to disclose such matters at the time of application within the Business Organization Form (Refer to Section 3 of this RFP) may result in rejection of the application or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of an application must be disclosed within 30 days in a written statement to the Agency.

1.24 Financial Accountability

The applicant shall maintain sufficient financial accountability and records. The applicant shall disclose each irregularity of accounts maintained by the applicant discovered by the applicant's accounting firm, the applicant, or any other third party. Failure to disclose such matters,

including the circumstances and disposition of the irregularities, at the time of application within the Business Organization Form (Refer to Section 3 of this RFP) may result in rejection of the application or in termination of any subsequent contract. This is a continuing disclosure requirement. Any such matter commencing after submission of an application must be disclosed within 30 days in a written statement to the Agency.

1.25 RFP Application Clarification Process

The Agency may request clarification from applicants for the purpose of resolving ambiguities or questioning information presented in the application. Clarifications may occur throughout the application evaluation process. Requests for clarification will be issued to the primary user (Registered Applicant) through email from an Agency Service Contract Compliance Officer. Clarification responses shall be in writing in the format provided by the Agency and shall address only the information requested. Responses shall be submitted to the Agency within the time stipulated at the time of the request. An applicant will not be permitted to modify or amend its application if contacted by the Agency for this reason.

1.26 Waivers and Variances

The Agency reserves the right to waive or permit cure of non-material variances in the application's form and content providing such action is in the best interest of the Agency. In the event the Agency waives or permits cure of nonmaterial variances, such waiver or cure will not modify the RFP requirements or excuse the applicant from full compliance with RFP specifications or other contract requirements if the applicant is awarded the contract. The determination of materiality is in the sole discretion of the Agency.

1.27 Disposition of Applications

All application submissions become the property of the Agency.

If the Agency awards funds to an applicant, the contents of all applications will be in the public domain at the conclusion of the selection process and will be open to inspection by interested parties subject to exceptions provided in Iowa Code Chapter 22 or other provision of law.

1.28 Public Records and Requests for Confidential Treatment of Application Information

The Agency's release of public records is governed by Iowa Code chapter 22. Applicants are encouraged to familiarize themselves with Chapter 22 before submitting an application in response to this RFP.

The Agency will copy and produce public records upon request as required to comply with Chapter 22 and will treat all information submitted by an applicant as non-confidential records unless applicant requests specific parts of the application be treated as confidential at the time of the submission as set forth herein AND the information is confidential under Iowa or other applicable law.

All information submitted by an applicant will be treated as public information following the conclusion of the selection process unless the applicant properly requests that information be treated as confidential at the time the application is submitted.

Failure of the Applicant to request information be treated as confidential as specified herein shall relieve Agency personnel from any responsibility for maintaining the information in confidence. Applicants may not request confidential treatment with respect to pricing or budget information and transmittal letters. An applicant's request for confidentiality that does not comply with this section or an applicant's request for confidentiality on information or material that cannot be held in confidence as set forth herein are grounds for rejecting an application as non-responsive.

A. Confidential Treatment of Information is Requested by the Applicant

An applicant requesting confidential treatment of information contained in its application shall be required to submit two copies of its application (one complete application (containing confidential information) and one redacted version (with confidential information excised) and complete and submit Form 22 with both applications; as outlined herein:

1. Complete and Submit Form 22 with both applications

APPLICANT NOTE: SUBMISSION OF THIS FORM 22 IS REQUIRED **ONLY** IF REQUESTING CONFIDENTIAL TREATMENT OF APPLICATION INFORMATION.

In order to request information contained in an application to be treated as confidential, the applicant must complete and submit FORM 22 with both applications. Failure of the applicant to accurately and fully complete FORM 22 with the application submission may result in the application to be considered nonresponsive and not evaluated. The Form 22 is available to download from a link located in the attachments section of the standard application form titled Application Certification and Conditions (refer to section 3 of this RFP). Applicant must download Form 22 from a link within this form, complete it, and upload it into the specific field of the electronic Application Certification and Conditions form in both applications.

Form 22 will not be considered fully complete unless, for **each** confidentiality request, the applicant: (1) enumerates the specific grounds in Iowa Code chapter 22 or other applicable law that supports treatment of the material as confidential, (2) justifies why the material should be maintained in confidence, (3) explains why disclosure of the material would not be in the best interest of the public, and (4) sets forth the name, address, telephone, and e-mail for the person authorized by applicant to respond to inquiries by the Agency concerning the confidential status of such material. Requests to maintain an entire application as confidential will be rejected as non-responsive.

2. An applicant that submits an application containing confidential information must submit two copies of its application (one complete application and one redacted version of the application) for this RFP. Completed Form 22 shall be uploaded in the Application Certifications and Conditions form in **both** copies.

One copy of the application must be completed and submitted in its entirety, containing the confidential information. This is the application that will be reviewed.

The applicant must submit one copy of the application labeled “Redacted Copy” from which the confidential information had been excised. In order to do this, the applicant shall rename the copy with the word ‘Redacted’ added as the **first** word in the application title, using the exact same title as the first copy of the application. The applicant must then revise each form within the copied/redacted application removing the confidential information and inserting the word ‘redacted’ in the required fields. The confidential material must be excised from the redacted version in such a way as to allow the public to determine the general nature of the material removed and to retain as much of the application as possible.

Both copies of the application must be submitted by the applicant by the due date and time outlined in Section 1.06 (D).

B. Public Requests

In the event the Agency receives a public request for application information marked confidential, written notice shall be given to the applicant seventy-two (72) hours prior to the release of the information to allow the applicant to seek injunctive relief pursuant to Iowa Code Section 22.8. The information marked confidential shall be treated as confidential information to the extent such information is determined confidential under Iowa Code Chapter 22 or other provisions of law by a court of competent jurisdiction. If the Agency receives a request for information that applicant has marked as confidential and if a judicial or administrative proceeding is initiated to compel the release of such material, applicant shall, at its sole expense, appear in such action and defend its request for confidentiality. If an applicant fails to do so, the Agency may release the information or material with or without providing advance notice to the applicant and with or without affording applicant the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

Additionally, if applicant fails to comply with the request process set forth herein, if applicant’s request for confidentiality is unreasonable, or if applicant rescinds its request for confidential treatment, Agency may release such information or material with or without providing advance notice to applicant and with or without affording applicant the opportunity to obtain an order restraining its release from a court possessing competent jurisdiction.

The applicant’s failure to request confidential treatment of material pursuant to this section and the relevant law will be deemed by the Agency as a waiver of any right to confidentiality which the applicant may have had.

1.29 Copyrights

By submitting an application, the applicant agrees that the Agency may release the application for the purpose of facilitating the evaluation of the application or to respond to requests for public records. By submitting the application, the applicant consents to such release and warrants and

represents that such release will not violate the rights of any third party. The Agency shall have the right to use ideas or adaptations of ideas that are presented in the applications. In the event the applicant copyrights its application, the Agency may reject the application as noncompliant.

1.30 Review of Notice of Disqualification or Notice of Intent to Award Decision

Applicants may request reconsideration of either a notice of disqualification or notice of intent to award decision by submitting a written request to the Agency. The Agency must receive the written request for reconsideration **within five calendar days (exclusive of Saturdays, Sundays, and legal state holidays)** from the date of the notice of disqualification or notice of intent to award decision, whichever is earlier.

The reconsideration shall be addressed to the contract compliance officer cited in the RFP John McMullen, and shall be submitted via email, including a read receipt verification, to BOTH of the following email addresses: reconsiderationrequest@hhs.iowa.gov AND john.mcmullen@hhs.iowa.gov.

It is the Applicant's responsibility to assure timely delivery of the request for reconsideration. The request for reconsideration shall clearly and fully identify all issues being contested by reference to the page and section number of the RFP.

The Agency will expeditiously address the request for reconsideration and issue a decision. The Applicant may choose to file an appeal with the Agency within five days of the date of the decision on reconsideration exclusive of Saturdays, Sundays, and legal state holidays. **1.31 Definition of Contract and exclusivity**

The full execution of a written contract by both parties shall constitute the making of a contract for services and no applicant shall acquire any legal or equitable rights relative to the contract until the contract has been fully executed by the successful applicant and the Agency. Any contract resulting from this RFP shall not be an exclusive contract.

1.32 Construction of RFP

This RFP shall be construed in light of pertinent legal requirements and the laws of the State of Iowa. Changes in applicable statutes and rules may affect the award process or the resulting contract. Applicants are responsible for ascertaining the relevant legal requirements. Any and all litigation or actions commenced in connection with this RFP shall be brought in the appropriate Iowa forum.

SECTION 2 – BACKGROUND AND SCOPE OF WORK

Background.

The intent of this RFP is to leverage resources and utilize data from the ICAPP Listening Sessions to customize an approach that meet the needs of families. See Attachment I for the ICAPP Listening Sessions. Part of this approach will be maximizing opportunities for local collaboration.

Successful applicants will demonstrate strong partnership with other prevention focused entities.

This vision began in 1982 when the Iowa State Legislature established the Iowa Child Abuse Prevention Program (ICAPP). The Program, as set forth in Iowa Code § 235A.1, is supported through a fund created in the state treasury under the control of the Agency. The fund is composed of moneys appropriated or available to and obtained or accepted by the treasurer of state for deposit in the fund (Iowa Code § 235A.2).

Child Abuse Prevention Councils/Coalitions requirements:

- Councils will reflect broad based representation, at a minimum inclusive of providers from law enforcement, education/early childhood, domestic violence, substance use prevention, family member, medical/mental health, and child welfare. Councils may also be comprised of additional at-large members.
- At-large members may be identified as Council members such as faith community, business, general community, or other representation.
- Councils will provide meeting minutes to verify they've met, at a minimum, once per quarter.
- Quarterly reporting on activities contracted or subcontracted by the Council.
- Annually provide a reflective response to current community needs with a demonstration of use of provided needs assessments and explain how contracted activities are connected to the needs.

2.01 Background

The purpose of local collaboration is to ensure services can be made available to families within their community to best meet their needs, in a balance with other available opportunities to increase well-being. All awarded applicants shall provide regular and on-going project updates during Council/–Coalition meetings documented via meeting minutes to demonstrate on-going local collaboration. The Council/Coalition shall develop a plan featuring the first twelve months of an award to outline priorities and activities. This plan shall utilize data from the Iowa Child Maltreatment Needs Assessment (Attachment F), ICAPP 2024 Listening Session Report (Attachment I), and the I2D2 Mapping Vulnerability (Attachment J) to provide a rationale for the proposed activities. The plan shall explain how the Council/Coalition developed the plan of action and provide an outline of planned activities and priorities.

Project progress updates: Awarded Council/Coalitions shall provide their project scope for local collaboration among community partners, including but not limited to, the local ECI area board. At least annually, the project update will include reflections on community awareness efforts focused on child abuse prevention projects. Project progress shall include reflections on the ICAPP awarded projects from the options detailed below: A.) Evidence-Based Home Visitation, B.) Community-Capacity Building, and/or C.) Sexual Abuse Prevention.

Council/Coalitions will be responsible for monitoring and tracking fiscal exchanges. Council/Coalitions will have two contract options regarding the administrative structure for Contract oversight:

- Council/Coalition is the Contract Holder: The Council/Coalition awarded a direct ICAPP contract, in response to an award from this RFP, will be responsible for coordinating, establishing contracts, and implementing contract monitoring steps to ensure the approved RFP projects are underway and meeting performance measure expectations.
- Council/Coalition Designates the Contract(s): The Council/Coalition awarded from this RFP designates a separate entity to hold the ICAPP contract on their behalf. The designated entity will be responsible for project implementation, reporting, evaluation, and financial oversight. The designated entity shall report their progress to the Council/Coalition toward the RFP approved project(s). Council/Coalitions designating contracts to a separate entity shall be responsible for partnering with designee, including continuing to meet the requirements to maintaining council, meeting regularly, and providing the designated contractor with Council meeting minutes.

Council/Coalitions utilizing a designated Contractor and/or utilizing subcontractors shall remain responsible for the project implementation and performance aligned with awarded ICAPP projects.

Goals and Objectives of Child Abuse Prevention Councils/Coalitions:

- Contractor shall assure that a minimum of 85% of required Council or Coalition Memberships are filled at all times (6 of 7 required representatives).
- Meeting minutes from the quarter's Council meetings shall be submitted to the Administrator within 30 days after the end of each quarter.
- Provide quarterly reports on Council activities within 30 days after the end of each quarter.
- Provide an annual reflection of community needs within 30 days after the Fiscal Year end.

2.02 Definitions

A. RFP General Definitions. When appearing as capitalized terms in this RFP, including attachments, the following quoted terms (and the plural thereof, when appropriate) have the meanings set forth in this section.

“Administrative Costs” means those costs and fees that may include, but are not limited to, those that have been incurred for common or joint purposes or objectives, benefitting more than one cost objective, and/or cannot be readily identified with a particular final cost objective. For the purposes of this RFP, examples of Administrative Costs shall include general administration and general expenses such as accounting, expenses of executive officers, personnel administration, costs of operating and maintaining the facility, rent and lease payments, utilities, data collection and data processing costs, printing, communications equipment and services, depreciation, and other costs necessary to support the delivery of services.

“Agency” means the Iowa Department of Health and Human Services.

“Business Day” means any day other than a Saturday, Sunday, or State holiday as specified by Iowa Code § 1C.2.

“Equipment” means any single item with a cost or value of \$5,000 or more and with an anticipated useful life of one year or more.

“Indirect Costs” represent the expenses of doing business that are not readily identified with a particular grant, contract, project function or activity, but are necessary for the general operation of the organization and the conduct of activities it performs. These may be costs and fees that have been incurred by the Grantee for common or joint purposes or objectives, benefitting more than one cost objective, and/or cannot be readily identified with a particular final cost objective. For the purposes of this RFP, examples of Indirect Costs shall include general administration and general expenses such as accounting, expenses of executive officers, personnel administration, costs of operating and maintaining the facility, rent and lease payments, utilities, data collection and data processing costs, printing, communications equipment and services, depreciation, and other costs necessary to support the delivery of services.

“Indirect Cost Plan or Indirect Cost Allocation” means an accounting function by which estimates are made to distribute indirect costs to programs or functions, in order to approximate their full cost.

“Negotiated Indirect Cost Rate Agreement (NICRA)” is a document published to reflect an estimate of indirect cost rate negotiated between the Federal Government and a Grantee's organization which reflects the indirect costs (facilities and administrative costs) and fringe benefit expenses incurred by the organization.

“Request for Proposal” or “RFP” means a formal Request for Proposal that involves the state Agency soliciting bids to purchase services through a competitive process.

“Performance Measures” means measures that assess the Deliverables or activity under this Contract. Performance measures include, but are not limited to quality, input, output, efficiency, and outcome measures.

B. Definitions Specific to this RFP. When appearing as capitalized terms in this RFP, including attachments, the following quoted terms (and the plural thereof, when appropriate) have the meanings set forth in this section.

“Applicant” means a Volunteer Council or Coalition that submits a Proposal in response to this Request for Proposals.

“Business Day” means any day other than a Saturday, Sunday, or State holiday as specified by Iowa Code § 1C.2.

“Child” or “Children” means a person(s) who meets the definition of a Child in Iowa Code § 234.1(2).

“Child Abuse and/or Neglect” or “Child Maltreatment” means abuse or neglect that has occurred as a result of the acts or omissions of a caretaker as defined in Iowa Code § 232.68.

“Child Abuse Prevention Program Advisory Committee (CAPPAC)”, or ***“Committee”*** means the Child Abuse Prevention Program Advisory Committee as specified in Iowa Code § 217.3A. This is the advisory body charged with making recommendations to the Agency in regard to the Iowa Child Abuse Prevention Program.

“Child Abuse Prevention and Treatment Act (CAPTA)” means the Child Abuse Prevention and Treatment Act, first enacted in 1974 and most recently amended and reauthorized on December 20, 2010 (Public Law 111-320). CAPTA sets forth a minimum definition of Child Abuse and Neglect and identifies the Federal role in supporting research, evaluation, technical assistance, and data collection activities.

“Concrete Goods” means the following items that could be incorporated into community-capacity building projects to help reduce stress and help make families stronger. These supports and services would be purchased by the subrecipient on behalf of families. Gift cards and/or cash payments would not be allowable. Concrete goods would include:

- Infant health care supplies such as diapers, wipes, bottles
- Car seat vouchers

- Vouchers for car seat assures the best fit for children per their age. The vouchers can be redeemed at a host site that connects the family with an appropriately trained technician to install the car seat. Host sites are often found at local hospitals or public health facilities.
- Infant safe sleep materials such as sleep sacks, Pack and Plays/portable cribs approved by nurse consultants • Adult hygiene and menstrual products
- Community ID fees and application fees for photo ID
- Bus passes
- Supportive technology such as smart phones with pre-loaded resource apps (i.e. 211, CDC Milestone Tracker, etc.)
- Adult, child, and infant clothing (i.e. clothes, professional clothing for dressing for job interviews, coats, hats, gloves, snowpants, boots, shoes, etc.) • School supplies and children's books

“Community-Based Child Abuse Prevention (CBCAP)” means Community-Based Child Abuse Prevention, as defined in the Child Abuse Prevention and Treatment Act. CBCAP provides funding to states for the purposes of supporting community-based efforts to develop, operate, expand, enhance, and coordinate initiatives, programs, and activities to prevent Child Abuse and Neglect.

“Community-Based Volunteer Coalition or Council” or **“Council”** means that group of persons who, by consensus of a community's human service providers, represent that community's interests in the area of prevention of Child Abuse and Neglect and who serve in the representational capacity without compensation. The consensus of the community's human service providers may be demonstrated through letters of support, memorandum of understanding or similar documentation (Iowa Admin. Code r. 441-155.1). Councils may be structured through a CPPC site, non-profit, or other volunteer-based entity.

“Community Development” means efforts of a collective group intended to cause change at a community or societal level. For the purposes of this RFP, this includes activities to build knowledge, awareness, and capacity, influencing community norms, and working on policies within businesses, neighborhoods or organizations. This may also include impacting policies and attitudes within large scale social structures.

“Community Partnerships for Protecting Children” or **“CPPC”** means a community-based initiative in which efforts are made to enhance community resources for Child Abuse prevention; work towards safely decreasing out of home placements for Children; and promoting timely reunification for Children in foster care with a focus on the improvement of Child welfare processes, practices, and policies. The Community Partnership Approach includes four strategies:

1. Shared decision making
2. Neighborhood/Community Networks
3. Policy and Practice Change
4. Individualized Course of Action (Family Team Meetings.)
5. CPPC Sites are overseen by a Community Partnership Shared Decision-Making Steering Committee.

“Community Partnership Shared Decision-Making Steering Committee” means a multi-disciplinary committee, whose membership includes a range of various disciplines across the Child protection spectrum. The decision-making groups are engaged in assessing and responding to the needs of Children and families in the local community. This includes planning, implementing, and evaluating the strategies and activities of the local CPPC. The group is also responsible for educating their local community about the importance and community benefits of Children's safety and well-being.

“Contract” means the collective documentation memorializing the terms of the agreement between the Agency and the Contractor(s) as a result of this RFP.

“Contractor Designee” or “Designated Contractor” means a Legal Entity that has been designated by the Community-Based Volunteer Coalition or Council, through Attachment E (2024 map of Early Childhood Iowa Areas) of this RFP, to enter into a Contract directly as a result of an award. Iowa Administrative Code, r. 441-155.4 states, specifically that, “in order to receive funding from the department, community councils must be legal entities or must designate a Legal Entity to receive the Project funds directly (e.g., a local service provider).”

“Contract Owner” means the Agency administrative official who has the authority to make decisions related to Contracts on behalf of the Agency.

“Direct Costs” means those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy. Costs incurred for the same purpose in like circumstances must be treated consistently as either Direct or Indirect (F&A) costs. Typical costs charged directly to a Federal award is the compensation of employees who work on that award, their related fringe benefit costs, the costs of materials and other items of expense incurred for the Federal award. If directly related to a specific award, certain costs that otherwise would be treated as Indirect Costs may also include extraordinary utility consumption, the cost of materials supplied from stock or services rendered by specialized facilities or other institutional service operations (45 C.F.R. § 75.413).

“Early Childhood Iowa (ECI)” means each of Iowa’s 99 counties receive funds to respond to local community needs. Iowa Code 256I provides the parameters of the initiative for state and local partnerships so every community in the state is provided resources and tools to help them develop capacity and commitment to work towards the five legislated result areas: secure and nurturing early learning environments, secure and nurturing families, children ready to succeed in school, healthy children, and safe and supportive communities.

“Early Intervention and Support” means a subdivision of Family Well-Being and Protection within the Iowa Department of Health and Human Services.

“Essential Goods” means items that can be purchased to improve family health, well-being, and/or selfsufficiency. This may include, but is not limited to diapers, hygiene products, cleaning supplies for the home, clothing, car seats, safe sleep materials, infant supplies, school supplies, bus passes, etc.

“Evidence-Based Home Visitation Services” means family support services and parent education programs promoted to parents of children from zero through age five that through research have shown evidence of effectiveness. Projects for this RFP are limited to using Parents as Teachers or Healthy Families America models.

“Evidence-Based Practice” means practices or service approaches whose effectiveness at achieving desired outcomes for specific target populations of Children and families has been substantiated or validated by some sort of independent empirical research. Information on Evidence-Based services can be obtained in a variety of ways, including through contacts with various public and private organizations that collect and disseminate service information. Examples of Evidence-Based service approaches can be found via the California Evidence-Based Clearinghouse for Child Welfare.

“Family Support Statewide Database (FSSD)” is defined as the online data collection system required to be utilized by Iowa Child Abuse Prevention Program grantees in the categories of home visitation and parent development. The database system in use under this RFP is the DAISEY system.

“Fidelity” means the extent to which delivery of an intervention adheres to the protocol or program model originally developed by the national model of Parents as Teachers or Healthy Families America.

“Healthy Families America (HFA)” means a national Evidence-Based home visitation program focused on early childhood relational health. Additional information can be found in RFP section 2.4 Online Resources.

“Incentives” means expenses associated with the purchase of goods to encourage Project participation. Incentives include, but are not limited to, meals, baby items, diapers, gift cards, toys, books, trinkets, etc.

“Indirect (Facilities and Administration or F&A) Costs” means costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. To facilitate equitable distribution of Indirect expenses to the cost objectives served, it may be necessary to establish several pools of Indirect (F & A) Costs. Indirect (F&A) Cost pools must be distributed to benefitted cost objectives on bases that will produce an equitable result in consideration of relative benefits derived (45 C.F.R. 75.2). TANF rules place a cap of 15% on Indirect Costs to states. This limit will be passed on to any awarded Contractor.

“Iowa Child Abuse Prevention Program (ICAPP)” or **“Program”** means that Program established by Iowa Code § 235A.1. Use of either term in the context of this RFP refers to the Program as a whole rather than individual Projects funded under the Program.

“Issuing Officer” means the sole point of contact regarding this RFP from the date of issuance until selection of the successful Applicants.

“Legal Entity” means an agency or organization recognized to do business in the state of Iowa. Private organizations are recognized by registering with the Secretary of State’s office and can be located here: [https://sos.iowa.gov/search/business/\(S\(mz4tw2vhv1qote45gg15dni5\)\)/search.aspx](https://sos.iowa.gov/search/business/(S(mz4tw2vhv1qote45gg15dni5))/search.aspx) “Public Agencies” as defined in Iowa Code § 28E.2 are also considered legal entities for the purposes of entering into a Contract resulting from this procurement (e.g., a county public health department).

“Parent Cafes” means safe spaces for caregivers to share lived experience and receive concrete supports. This is a research-based proven model developed by Be Strong Families. Additional information can be found in RFP section 2.4 Online Resources.

“Parent Partners” refers to an Agency strategy that pairs families involved in the Child welfare system whose Children have been removed from their care with mentors to provide support and guidance. Parent Partner mentors are parents who have previous involvement with the Child welfare system and have experienced successful family reunification. The term “Parent Partners” is used interchangeably to refer to both the strategy and to the individual mentors.

“Parents as Teachers (PAT)” means a home-visiting program that teaches new and expectant parents how to promote their child’s development and prevent child abuse. The program aims to increase knowledge of early childhood development, improve parenting practices, promote early detection of health issues and developmental delays, prevent child abuse and neglect, and increase school readiness and success. Additional information can be found in RFP section 2.4 Online Resources.

“Participant” means any adult, Child, or family who participates in any Project funded under the Iowa Child Abuse Prevention Program.

“Primary Child Abuse Prevention” means activities that are directed at the general population and that attempt to stop Maltreatment before it occurs.

“Projects” means the individual Projects funded under the Iowa Child Abuse Prevention Program as a result of this RFP.

“Project Partner” means an entity or organization whose voluntary cooperation is necessary to carry out the activities laid out in the Bid Proposal. A Project Partner differs from a Subcontractor in that they are not being paid to perform work under the Contract but rather provide in-kind support or Participant access. An example of a Project Partner would be a school or homeless shelter where services are provided to Project Participants.

“Program Administrator” or **“ICAPP Administrator”** means the entity, contracted by the Agency, to provide administrative support services for ICAPP. Currently, the Program Administrator is Prevent Child Abuse Iowa (PCA Iowa).

“Promoting Safe and Stable Families (PSSF)” means Title IV-B, Subpart 2 of the Social Security Act, which provides for funds to state Child welfare agencies for services that address family support, family preservation, time-limited family reunification and adoption promotion and support.

“Protective Factors” means conditions in families and communities that, when present, increase the health and well-being of Children and families. They are attributes that serve as buffers helping parents who might otherwise be at Risk of abusing their Children to find resources, supports, or coping strategies that allow them to parent effectively, even under stress. A list of Protective Factors is available from FRIENDS National Center for Community-Based Child Abuse Prevention at: <http://friendsnrc.org/cbcapriority-areas/protective-factors>.

“Request for Proposal” or **“RFP”** means this publicly issued RFP by the Agency to potential Applicants for local Child Abuse prevention services.

“Risk” or **“Risk Factors”** means conditions in families and communities that, when present, increase the probability or likelihood that a Child in the future will experience Maltreatment.

“Secondary Child Abuse Prevention” or **“Secondary Prevention”** means activities that target populations with one or more Risk Factors associated with Child Maltreatment, such as poverty, parental substance abuse, young parental age, parental mental health concerns, and parental or Child disabilities.

“Special Populations” may include but are not limited to:

- Racial and ethnic minorities, including Native Americans
- Parents of Children with special needs
- Parents with disabilities
- Fathers and relative caregivers
- Unaccompanied homeless youth
- Homeless families or those at risk of homelessness

- Adult former victims of Child Abuse, Neglect or domestic violence
- Other underserved or underrepresented groups

“State Fiscal Year (SFY)” or “Fiscal Year” means the 12-month period for which Child Abuse Prevention Program funds are appropriated, beginning July 1st and ending June 30th of the following calendar year.

“Subcontractor” means any individual or entity (public or private) with whom the Applicant intends to enter into an agreement with to perform some or all of the work for payment as outlined in the Bid Proposal submitted in response to this RFP.

“Temporary Assistance to Needy Families (TANF)” means the federal assistance program that was created by the Personal Responsibility and Work Opportunity Reconciliation Act (PRWORA) of 1996.

“Tertiary Child Abuse Prevention” means activities that focus on populations where Maltreatment has already occurred (i.e. allegations have been confirmed or founded by Child protective services) and seek to reduce the negative consequences of the Maltreatment and to prevent its recurrence.

2.03 Scope of Work.

There are up to three project options. Applicants may apply to one, two, or all three project options.

- Evidence-Based Home Visitation Services
- Community-Capacity Building
- Sexual Abuse Prevention

Evidence-Based Home Visitation Services Scope of Work

Home Visitation Services shall utilize either the Healthy Families America model or Parents as Teachers model. As stated in the Applicant Eligibility section of this RFP; in order to be considered for funding Applicants shall submit documentation that their program is affiliated or accredited with one of the models or are in the process of becoming affiliated or accredited. Applicants who are in the process of becoming affiliated/accredited shall have the affiliated or accredited process completed within 12 months from Contract start date. Applicants proposing to implement either Healthy Families America or Parents as Teachers shall include verification of current affiliation and/or acceptance application to work towards becoming an affiliate. Applicants shall respond with either of the following two options: Proof of Evidence-Based Model Accreditation/Affiliation:

The Applicant must provide their letter of completed affiliation or accreditation from Healthy Families America (HFA) or Parents as Teachers (PAT) national office; or documentation from Healthy Families America or Parents as Teachers national office that the organization has begun the process to become accredited or affiliated.

Applicants shall identify the number of families projected to be served per family support professional, aligned with model fidelity. This shall include projected case load ranges. These details shall align with the Applicant's proposed budget.

Core Deliverables:

1. Provide service to families in alignment with HFA or PAT model.
2. Required on-going reporting within DAISEY (FSSD Family Support Statewide Database). Reporting aligned with the Family Support Statewide Delivery (FSSD) DAISEY Data Dictionary, See Attachment K. This includes the use of screening tools, identified in Attachment K, for populations served, including Life Skills Progression (LSP), Ages and Stages developmental screenings for children ages 0-5 with relevant referrals for further assessment, and utilize the Edinburgh Postnatal Depression Screening (EPDS) for new moms.
3. Develop and issue a parent satisfaction survey to be distributed to families annually.

Performance Measures.

Contractors shall meet certain performance measures around reporting service outputs, service goals, training, and evaluation. Examples of general Performance Measures to be expected in an awarded Contract are outlined below:

PM 1. 100% of required service and financial reports shall be submitted by the Contractor to the ICAPP Administrator with monthly Invoices for services rendered, as required for payment, by the deadlines provided:

1. Quarterly service reports are due by the 15th of the month, or the next Business Day, following the reporting period to the ICAPP Administrator. Quarterly service reports should include the following information:
 1. Meeting Minutes from the quarter's Council meetings.
 2. Narrative of the quarter's accomplishments across all ICAPP funded projects. Provide detail of the braided funds utilized to fulfill the full scope of the project(s).

PM 2: Family support Provider Qualifications

100% of family support professionals (home visitors) will have a criminal and child abuse record check be completed for all direct service family support professionals and supervisors of family support. A broad statement of verification will be reported to the ICAPP Administrator within six months of the ICAPP award.

100% of family support professionals will achieve the National Family Support Certification by the successful completion of the national family support certification exam. Family support professionals will have one year to earn their certification. A waiver request may be made on a case-by-case basis. For more information on the national family support certification exam: <https://institutebsp.org/>

PM 3: Reporting for Evidence-Based Home Visitation

- Contractors shall collect enrollment data in the FSSD for 100% participants including, but not limited to:
 - Name
 - Date of Birth/Age
 - Household size
 - Demographic information including, but not limited to income, race/ethnicity, education, incarcerated family members
 - Caregiver and child disability

- 100% of enrolled families shall reside in the service area. When a family moves out of the service area, services may continue to ensure a family does not lose their established provider. The intention is to allow for continuity of services in instances of family mobility, while maintaining outreach efforts in the intended service area. When families move more than 30 miles outside of the service area, efforts to transfer the family into a comparable program will be made within six months.
- Contractors shall collect and report service data in the FSSD, including Home Visit Records.
- Contractors shall collect and report program level data to the ICAPP Administrator. This shall include supplemental data that is not already captured in the FSSD and shall include, but is not limited to:
 - Financial data on all other sources of funding;
 - Participant and service activity data not reflected on FSSD reporting dashboard such as group-based experiences;
 - A qualitative project narrative;
 - Data related to continuous quality improvement (CQI); and
 - Summary of Contractor's fidelity to the model identified in their proposal.

PM 4: Service Provision. Service Measures are based on the number of families projected to be served in the Applicant's proposal. By the end of SFY 2026 (June 30, 2026) and subsequent Fiscal Years, the Contractor shall meet a minimum of 85% of all service measures. These measures are based on those outlined in the Contractor's Bid Proposal and/or any Amended Project Overview based on the actual awarded amount (to become part of a Contract).

By the third quarter (March 31st) of each SFY a minimum of 60% of at least one service measure related to projected family support units of service (i.e., number of home visits), and at least 60% of one service measure related to Participants projected for family support component (i.e., number of families or adults) shall be met.

PM 5: Evaluation (Home Visitation). Contractor shall complete and enter baseline evaluation data (using the Life Skills Progression (LSP) tool) on a minimum of 90% of new Participants enrolled in Home Visitation services. Utilize the Life Skills Progression component in DAISEY to provide reports.

PM 6. The Contractor will offer an annual Parent Satisfaction Survey. The Contractor will have flexibility to develop survey questions, in addition to the below four questions and corresponding scale. The Contractor shall collect satisfaction surveys from at least 85% of participating families. The Contract shall review and include a summary of findings to the ICAPP Administrator, identifying findings and project changes or enhancements that result from the review of satisfaction surveys.

	None of the time	A little of the time	Some of the time	A lot of the time	Most of the time	All of the time
I can think of many ways to get things in life that are most important to me.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
I meet the goals that I set for myself.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
My past experiences have prepared me well for my future.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Even when others get discouraged, I know that I can find a way to solve the problem.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

PM 7: Screening. All age-eligible children enrolled in a long-term home visiting program shall be screened for developmental progress using the Ages and Stages Questionnaire (ASQ) 3rd Edition. Screening may be completed by parents, another provider or the home visiting program staff. Programs shall follow the intervals for screening as outlined in the DAISEY Data Dictionary. Screening results shall be entered into the state administered internet-based data collection system (DAISEY FSSD).

PM 8. Training Requirements and Technical Assistance. The Contractor shall participate via webinar, or in-person meetings as needed for continuous quality improvement to work towards model fidelity and reporting requirements. The Contractor shall attend at least one annual regional meeting. There will be up to three additional required trainings to be conducted via webinar. New Contractor training conducted via webinar shall be completed live.

Community-Capacity Building

Scope of Work

Community capacity building may involve establishment or support for Family Resource Centers or resource hubs as a way to reach families in need. Community capacity services shall be paired with the distribution of “Concrete Goods” to improve family health, well-being, and/or self-sufficiency. Concrete Goods shall be paired with any of the following three activities. This pairing will help families establish a network of supportive relationships and connect them to essential goods to help them along a pathway to economic stability and family well-being.

Community capacity efforts shall include one or more of the following activities:

1. **Group-Based Parent Programming.** This includes programs that facilitate the development of informal caregiver/guardian/parent networks. Examples may include but are not limited to parent and coffee groups with supervised child play options, social gathering with the guided purpose of parent engagement with connections to on-going service options to meet developing needs. Gatherings should include a parent education component to increase skill building, while social networks are encouraged. The use of the Parent Cafe model may also be used.

2. **Parent Development.** These services include, but are not limited to parenting instruction, parent/child interaction programs, social support programs, and parent leadership services. These services may be delivered in group settings or public locations. This service may also be targeted toward specific populations at greater Risk, for example young parents, parents of children with disabilities, or other Special Populations.
3. **Resource Navigation.** Resource navigation will align with the Iowa Department of Health and Human Services' developing approach to partner with families to complete resource applications, establish relevant referrals to programs or resources in the community, and actively engage with community members equipped to help families participate in on-going services.

Resource navigators will actively collaborate with Agency team members to simplify access to services and capture our core value of "Iowans helping Iowans to be healthy and successful."

Core Deliverables:

- Provide services in accordance with activities outlined in proposed Scope of Work.
- Provide quarterly service report including number of participants served, services offered, and project narrative.
- Collect and report evaluation data for families served.

Performance Measures.

A successful Applicant shall meet certain performance measures around reporting service outputs, service goals, training, and evaluation. Examples of general Performance Measures to be expected in an awarded Contract are outlined below:

PM 1. 100% of required service and financial reports shall be submitted by the Contractor to the ICAPP Administrator with monthly Invoices, as required for payment, by the deadlines provided:

1. Quarterly service reports are due by the 15th of the month, or the next Business Day, following the reporting period to the ICAPP Administrator. Quarterly service reports should include the following information:
 1. Meeting Minutes from the quarter's Council meetings.
 2. Narrative of the quarter's accomplishments across all ICAPP funded projects. Provide detail of the braided funds utilized to fulfill the full scope of the project(s).

PM 2. 100% of services shall be provided in the identified service area.

PM 3. Service Measures are based on the number of families projected to be served in the Applicant's proposal. By the end of SFY 2026 (June 30, 2026) and subsequent Fiscal Years, the Contractor shall meet a minimum of 85% of all service measures. These measures are based on those outlined in the Contractor's Bid Proposal and/or any Amended Project Overview based on the actual awarded amount (to become part of a Contract).

PM 4. Align with Agency service navigation tools as they are developed. Changes and updates to the Agency service navigation tools will be reviewed on an annual basis. Contractors shall be provided an overview of changes to service navigation tools at least annually during the Contractor orientation webinar.

PM 5. Training Requirements and Technical Assistance. The Contractor shall participate via webinar, or in-person meetings as needed for continuous quality improvement to work towards model fidelity and reporting requirements. The Contractor shall attend at least one annual regional meeting. There will be up to three additional required trainings to be conducted via webinar. New Contractor training conducted via webinar shall be completed live.

Sexual Abuse Prevention

Scope of Work

Projects shall be focused on teaching skills to adults to understand how to protect children. Project proposals shall include training aligned with an adult-focus, trauma informed, sexual abuse prevention curriculum from the provided list of options:

- Darkness to Light
- Stewards of Children • Prevent Child Abuse Vermont:
- Brain Development and Learning Consent During Childhood
- CARING Adults (Child Anti-trafficking Resources, Instruction, and Norms Growth)
- Everything Everyone Needs to Know About Sexual Abuse
- Keeping Adolescent Youth Safe on the Internet
- Nurturing and Safe Environments for Children with Disabilities
- Nurturing Healthy Sexual Development
- Nurturing, Valuing, and Protecting LGBTQIA+ Youth
- Overcoming Barriers to Protecting Children from Sexual Abuse
- Technicool: Keeping Kids Safe on the Internet
- Understanding and Responding to the Sexual Behaviors of Adolescents
- Understanding and Responding to the Sexual Behaviors of Children
- Understand, Recognize, and Respond to Grooming Behaviors

Instruction may be delivered to adult audiences via a certified trainer. Instruction may occur in an inperson, virtual, or asynchronous setting. This includes training with adult audiences such as parents, caregivers, law enforcement, educators, childcare providers, social workers, and employees or volunteers of child-serving organizations. Allowable activities may also include consultation with decision makers and/or child serving entities responsible for services involving children and youth aged 0-17 for development or enhancement of policy, protocol, and practice procedures for sexual abuse prevention.

Core Deliverables:

- Train at a minimum, 75% of the number of adults your Coalition proposes to offer sexual abuse prevention trainings for identified populations who engage with adults who serve and/or interact with children and youth.
- Ensure Continuous Education Units (CEUs) are made available to training participants, as applicable.
- Provide on-going attendance lists with first and last name, email, and associated organization per attendee.
- Collect and report to the ICAPP Administrator the training session evaluation data aligned with the delivered curriculum.

Performance Measures.

Contractors shall meet certain performance measures around reporting service outputs, service goals, training, and evaluation. Performance Measures to be expected in an awarded Contract are outlined below:

PM 1. 100% of required service and financial reports shall be submitted by the Contractor to the ICAPP Administrator with monthly Invoices, as required for payment, by the deadlines provided:

- Quarterly service reports are due by the 15th of the month, or the next Business Day, following the reporting period to the ICAPP Administrator. Quarterly service reports should include the following information:
 1. Narrative of the quarter's accomplishments across all ICAPP funded projects. Provide detail of the braided funds utilized to fulfill the full scope of the project(s).

PM 2 A minimum of 85% of in person sessions shall be provided within the identified service area. Services provided virtually do not have geographical restrictions for participants. Outreach efforts shall primarily focus on the awarded service area.

PM 3. 100% of participant evaluations shall be submitted by the Contractor to the ICAPP Administrator quarterly. Quarterly evaluation data is due by the 15th of the month, or next Business Day, following reporting periods.

PM 4. Training Requirements and Technical Assistance. The Contractor shall participate via webinar or in-person meetings as needed for continuous quality improvement to work towards model fidelity and reporting requirements. The Contractor shall attend at least one annual regional meeting. There will be up to three additional required trainings to be conducted via webinar. New Contractor training conducted via webinar shall be completed live.

A. Work Plans. The Applicant will develop and implement Work Plans compliant with the Deliverables and timelines listed in section B within the forms in IowaGrants as described in Section 3 of this RFP.

B. Deliverables. In compliance with the Agency-approved work plan within IowaGrants, the Contractor shall provide the following:

- Core Deliverables and corresponding Performance Measures are listed in Section 2.03, based on the projects and corresponding services you choose to apply for.

C. Contractor's Personnel for Project Implementation. Staffing must be sufficient to implement the project as described in this RFP. The Contractor shall maintain an accurate listing of staff specified for project implementation, meeting all minimum staffing requirements as required by the Agency, within the personnel form Component, located in the IowaGrants.

D. Required Reporting. The Agency requires reporting of compliance with the resulting Contract and performance of the Deliverables and Work Plans pursuant to proposed action/work plans, provision of services, and incurred expenses by resulting contractors. Successful applicants will be awarded a contract to be managed within an Electronic Grant Management system within www.iowaGrants.gov. The required reports and related information will be submitted within the Grant Tracking system. The reports and submission requirements are subject to change at the sole discretion of the Agency. The Agency shall review, and monitor submitted reports, as well as other data and information for completeness, timeliness, and overall performance pursuant to the Contract.

Anticipated reports (progress and data) include:

- Progress Reports will include monthly claim with supportive documentation to detail services rendered.
- Progress Reports will include a quarterly narrative to describe services rendered and aligned with local collaboration efforts.
- Progress Reports will include an annual report to provide details aligned with the awarded project(s) and Council/Coalition activities focused on local collaboration efforts to work towards addressing prevention of child maltreatment. These efforts should align with the provided needs assessments and awarded project(s).

E. Contract Performance Measures. The Agency anticipates the following performance measures to be included in a successful applicant's contract.

- A. Performance Measure Description.** The Contractor will submit invoices and supportive documentation for invoice expenditures no later than 30 days from the last day of the month of which the expense occurred or up to a 1% reduction in the award amount will be applied. The money withheld will be released at the end of the contract period if full compliance has been met.
- B.** Each project has corresponding performance measures detailed within the project description. See Section 2.03.
- C. Due date** aligns with invoices to be submitted within 30 days from the month of expenditures.
- D. Data to be used for the Measure.** Claim submitted, reviewed, and approved by the Agency. The Contractor shall submit any documentation required for the performance measure into the appropriate Component of the Grant Tracking Site within IowaGrants.gov.
- E. Monetary Incentive or Disincentive:** The disincentive of 1% will be withheld from the second claim. The withheld funds will be released in the last month of the applicable state fiscal year if compliance has been met.

2.04 Contractor Budget(s) and Contract Payment Methodology

A. Contractor Payments. Contract Payment Methodology.

Contractor shall invoice the Agency monthly for reimbursement of the costs associated with meeting the Deliverables of the Contract. This reimbursement shall be in accordance with the negotiated Contract budget, which the Contractor shall submit based on the final awarded amount, prior to Contract Execution. The Contractor shall inform the Program Administrator within 30 days of any line-item shifts in the budget, up to 10%, assuming the shifts do not violate any cost restrictions. The Contractor shall seek Agency approval prior to incurring the expenses in the event the Contractor wishes to shift more than 10% of the Contract value among line items in any SFY (including one single shift or multiple line-item shifts that add up to 10%).

The Contractor is anticipated to be paid an amount not to exceed dollar amounts described in Section 1.05 and aligned with Attachment H Counties by Population within Relevant ECI Areas (Funding Table) per year for services as described in section 2.03. The Contractor shall invoice via IowaGrants claim submitted to the Agency monthly for reimbursement of the costs associated with meeting the Deliverables of the Contract. This reimbursement shall be in accordance with the Agency approved budget. The Contractor shall complete and submit an Agency approved line-item budget in an Agency approved format for Year 1 of the Contract, with this Application, see below and Section 3. Each subsequent Contract Year the Contractor shall submit an Agency approved lineitem budget in an Agency approved format, at least 90 days prior to the beginning of the Contract Year, to be considered with the Contractor's annual renewal/extension.

B. Cost Restrictions

1. The Contractor shall only be eligible to receive reimbursement for services described within the Scope of Work, and for expenses as approved in the budget.
2. Indirect Costs or Administrative Costs Charges Limitations:
 - a. **Indirect Cost Rate Charges:** *Applicants may charge an indirect rate in accordance with their federally approved Negotiated Indirect Cost Rate Agreement (NICRA) (please see definitions section), or an Indirect Cost Plan (please see definitions section) recognized by a state cognizant agency (local governments). If the applicant charges indirect costs, a copy of the current, signed federally approved indirect cost rate agreement or the Indirect Cost Plan recognized by a state cognizant agency must be submitted as an attachment to the application. The Agency reserves the right to negotiate the application of the Indirect Rate per individual contract.*
 - b. **Administrative Costs Charges:** *Applicants may charge Administrative costs (please see definitions section for what constitutes "Administrative Costs"), only in the absence of a federally approved Negotiated Indirect Cost Rate Agreement or an Indirect Cost Plan recognized by a state cognizant agency (local governments). Administrative Costs are capped at (limited to) 15% of the direct costs proposed in the budget. The applicant shall maintain documentation to support the administrative cost allocation. The Agency reserves the right to request the documentation at any time.*
3. **Equipment may not be purchased with these funds.** Refer to the definitions section.
4. The purchasing of gift cards or payments to clients/families is not allowable.

C. Budget.

Line-Item Budget:

Applicants will demonstrate a budget adequate to support the work of the Contractor to perform the services outlined in this RFP. The budget must be presented using the specific line-item categories outlined below, and not exceed the available funding allowed for the first Contract Year. Refer to budget form instructions in Section 3 and in the IowaGrants form.

Budget Line Items:

- Indirect Costs (Indirect Personnel, Facilities, Other (up to 15% of requested project funds))

Direct Costs Categories

Allowable budget line categories for direct cost expenses include:

- Salary and Fringe Benefits
 - The applicant shall include all staff salary and fringe amounts directly funded, wholly or partially with these funds. A justification for each staff charged to this project shall include the staff position title, the annual salary and fringe for the position, and the full-time equivalent (FTE) portion to be charged to these funds.
 - Training
 - Travel
 - Materials and Supplies
- Subcontract Services (Contract Services)
 - If services performed for any activities outlined in this RFP are to be subcontracted, the applicant must detail the anticipated subcontract expenses in this category.
- Start-Up Funds and Concrete Goods
 - The Agency recognizes that offering Incentives to Participants, such as meals, may encourage participation for approved Community-Capacity Building projects. For the budget, these planned expenditures would be included in the line item for Concrete Goods for Participating Families. The purchasing of gift cards or payments to clients/families is not allowable. Nevertheless, funds designated for ICAPP are allocated specifically for the provision of services, and budgeting for Concrete Goods decrease the funding available to provide direct services to Participants. Therefore, the Agency is placing a limit on Incentive expenditures under any Contract(s) resulting from this RFP. Concrete Goods costs, after the start-up period between July 1, 2025 through September 30, 2025, for both the Contractor and all their Subcontractors combined, shall not exceed 5% of the total Contract value for all Projects.
 - **Concrete Goods as defined in the Definitions Section 2.02 B.**
 - The Agency will not reimburse the Contractor travel amounts in excess of limits established by Iowa Department of Administrative Services. Out of state maximum allowable amounts for meals are available upon request. There is no restriction on airfare or lodging but the incurred expenditures are to be reasonable.

• Indirect Costs or Administrative Costs Category:

- Contractor shall not exceed 15% of the SFY Total for all Indirect Costs combined (please see definitions section for what constitutes “Indirect Costs”). Because any Contract(s) awarded as a result of this RFP may include Federal funding, the Contractor is required by law to comply with the Code of Federal Regulations as a Subrecipient of these funds passed through the Agency from the United States Department of Health and Human Services (HHS). Information on Allowable Costs, Cost Principles, Cost Allocation, and other relevant items related to HHS awards can be located here: <https://www.ecfr.gov/cgi-bin/textidx?node=pt45.1.75>

SECTION 3 -- APPLICATION CONTENT

In compliance with the minimum requirements and scope outlined in Section 2 – Description of Work and Services, applicants must complete each form listed below from within IowaGrants for this Funding Opportunity.

3.01 Application Instructions

Each user will complete the registration process, only if not already registered. Follow the steps outlined for new registration and logging in to IowaGrants through the link provided in the links section of this RFP and in the Funding Opportunity Details in IowaGrants. New Users should allow at least a few days for the registration to be processed.

Refer to Section 1.06 (D) for instructions on Application Creation.

Note: IowaGrants will permit multiple users within the Applicant Organization to register and begin creation of an application for each funding opportunity.

The applicant is responsible for ensuring **only one entire application is completed and submitted for the same service area** (refer to Sections 1.04, 1.06, and 1.14) in response to this RFP.

For general instructions on completing applications in IowaGrants, as well as how to copy previously created applications, refer to the 'HHS Application Instruction Guidance' as posted under the Attachment section of the Funding Opportunity.

- Submitted applications must meet all minimum and eligibility requirements outlined in this RFP.
- Promotional materials or other items not required by this RFP will not be considered during the review process.
- Any information or materials not required to be submitted as an attachment by this RFP application will not be considered in the review process.

Upon starting an application, the first screen that appears is the General Information Form. This is where the applicant will title their application and identify the Organization they are representing. The registered applicant must be representing an eligible entity (refer to section 1.03). After clicking 'Save'; the applicant can re-open and edit this form to add other users registered with the represented organization in IowaGrants.gov as 'Additional Contacts'.

The saved **General Information** Form appears as the first form in your application.

3.02 Application Forms:

Applicants must complete each application form listed below following the instructions here and within the Electronic Grant Management System at www.lowagrants.gov. Each required field of each Application Form must be completed or the system will not allow the form to be saved. Once an application form is completed, the applicant must mark it as complete. All forms must be marked as complete or IowaGrants will not permit the application to be submitted.

Follow the instructions for each section and field within the form in IowaGrants. A summary of each form's contents is listed below.

Cover Sheet - General Information: This form requires the applicant to identify the Authorized Official, the Fiscal Contact, and additional required information.

Business Organization: This form requires information about the applicant organization, including legal name, address, alternate mailing address for warrant/payments, business structure, history, table of organization, any pending or threatened litigation or investigation which may affect the Applicant's ability to perform the required services (refer to RFP Section 1.23), as well as identification of the applicant's accounting firm and reporting any irregularities discovered in any of the accounts maintained by the applicant (refer to RFP Section 1.24), and disclosure of history of contract default or terminations.

Application Certification and Conditions: This form provides for the certification and assurance of the Applicant's intent and commitment to provide the services included in the application if an award is issued. This form will also identify the individual designated as the Grantee Contact with full responsibility for assignment of individuals to a resulting grant site (if applicable) in IowaGrants. Optional sections of this form include a section for the request for confidentiality in compliance with section 1.28 of this RFP and upload field for transmittal letters and other applicable communications.

The Certification and Conditions Form is **required** to be completed, electronically signed and dated by the Executive Director (ED) or Chief Executive Officer (CEO) of the applicant. o Iowa Code Section 554D.103 defines an electronic signature as "an electronic sound, symbol, or process, attached to or logically associated with a contract or other record and executed or adopted by a person with the intent to sign the record." An applicant may insert an electronically scanned signature, a digital signature, or a typed name, symbol, etc. in compliance with this definition for the electronic signature.

An applicant's submission of an application indicates the applicant's agreement to conduct this transaction by electronic means.

Background and Demonstrated Experience ICAPP: This form requires information about the applicant organization background, demonstrated experience in provision of services, and established community partnerships. Applicant shall include relevant information about their background and experience that has prepared them for the work as described in this RFP. Include community partnerships and services the applicant has already developed and established.

Project Personnel: This form requires specific information about the project personnel related to providing the services described in this RFP. Specifically, applicants will identify the title/position, name, role and responsibilities, experience and education, and credential or license # as applicable for each person with time dedicated to this project.

At a minimum, applicants must identify the following personnel:

- Name of the Chair of the Council

- Fiscal Agent or Key Billing Coordinator
- Contract Manager

ICAPP Project Work Plan Form: This form requires applicant to identify the details for implementing the work and services as described in this RFP. Applicants shall demonstrate within their work plan their capability to implement the minimum requirements as described in section 2. Within this form, the applicant will identify the proposed service area and provide specific and detailed plans for the applicant's proposed project including goals, objectives, activities planned, measures, rationale, responsible person(s) and timeframes. It should include concrete steps the applicant will take to identify and address needs within the relative communities, include community voice, and ensure accessibility, and strategies for continual measurement and change management.

Iowa HHS Subcontract Plan: This form requires specific information about the applicant's proposed plan for subcontracts. Applicant shall identify if subcontracts are proposed, and if so, the applicant shall include the scope of work of subcontracted services; anticipated amount for each proposed subcontract; the name, contact information, experience of subcontractor (if known at the time of application); and the delivery area(s) to be served through the subcontract. Subcontract Plan should consider strategies to ensure inequities are addressed, including subcontractor's community connections, relationships with marginalized or underserved populations, and geographic distribution.

ICAPP Budget Worksheet – No Equipment (Attachment L): This form requires the applicant to describe the details of proposed expenses to implement the project as described in the applicant's application to accomplish the scope of work as described in this RFP. Proposed expenses and budget details must be adequate, yet reasonable to support the work of the application, and must be in compliance with section 2.04 of this RFP.

Minority Impact Statement: This form collects information about the potential impact of the project's proposed programs or policies on minority groups.

SECTION 4 – APPLICATION REVIEW PROCESS AND CRITERIA

4.01 Overview of Review Process

Review/evaluation of applications submitted under this RFP will be conducted in three phases.

Phase I -- Technical Review: The first phase will involve a preliminary review by the Agency staff of an applicant's compliance with the mandatory requirements, such as eligibility and application content for submitted applications. Applications which fail to satisfy technical requirements or application content may be eliminated from the application review. These applications may be rejected. The Agency will notify the applicant of a rejection that occurs during Phase I of the review process. The Agency reserves the right to waive minor variances at the sole discretion of the Agency.

Phase II – Review Committee: Applications determined to be compliant with technical requirements and application content will be accepted for the second phase of evaluation, which shall be completed by a review committee or committees established by the Agency. The membership of the review committee(s) shall be determined by the bureau chief with input and oversight from the respective division director. The review committee(s) shall evaluate applications in accordance with a point system. Each committee member will review the applications and the evaluation criteria outlined in this chapter and assign a point total for each criterion. If an applicant is requested to make an oral presentation of the application pursuant to *RFP Section 1.15*, the committee members may consider the oral presentation of the applicant in determining the points awarded.

The total score awarded by each committee member will be averaged to arrive at the final score for each application and the applications will then be ranked based on the average of the evaluation scores. The Agency staff may solicit additional input and recommendations from the review committee(s).

In the event competitive applications receive an equal number of points a second review may be conducted utilizing the same scoring process. In the event a second review is conducted, the respective program's division director will designate two management employees and one nonmanagement employee to conduct a second review.

Phase III -- Agency Review and Award: The third phase will be a final review. The Agency will consider the submitted applications and the review committee's scores and recommendations.

The Agency may also consider geographical distribution, budget information, any information received pursuant to Sections [1.19 - 1.24](#) of the RFP, and any other information received pursuant to the procurement process. The Agency reserves the right not to award the contract to the applicant with the highest point average.

4.02 Scoring of Applications

A maximum of 265 points may be awarded to each application if they chose to apply for all three projects, plus meeting the Council requirements. A minimum average score of 70% or greater is required to be considered *for* funding. This is calculated by earning a minimum of 70% of the minimum opportunity to apply as a Council with one project. Total number of points varies based on project type selected. Applications scoring less than the minimum average score will be rejected. Total point values reflected in table below for all application combinations.

Project types	Total point value
Home Visitation	145
Community Capacity Building	150
Sexual Abuse Prevention	140
Home Visitation & Community Capacity Building	210

Community Capacity Building & Sexual Abuse Prevention	205
Home Visitation & Sexual Abuse Prevention	200
Home Visitation, Community Capacity Building & Sexual Abuse Prevention	265

Accepted applications will be evaluated based on the following criteria:

Points will be assigned for each item listed as follows:

- 5: Applicant's application or capability is exceptional and exceeds expectations for this criterion.
- 4: Applicant's application or capability is superior and slightly exceeds expectations for this criterion.
- 3: Applicant's application or capability is satisfactory and meets expectations for this criterion.
- 2: Applicant's application or capability is unsatisfactory and contains numerous deficiencies for this criterion.
- 1: Applicant's application or capability is not acceptable or applicable for this criterion.

The maximum points to be awarded for each application section are as follows:

Application Form	Component	Weight	Potential Maximum Score
Cover Sheet- General Information		N/A- Required	N/A
Business Organization		N/A- Required	N/A
Application Certification and Conditions		N/A- Required	N/A
Background and Demonstrated Experience	Identify the Council readiness and connections to the community.	3	15

ECI Area Memorandum of Agreement	Inclusion of Memorandum of Understanding signed by the ECI Area Director or their Board Chair for the applicable geography for project(s).	4	20
Personnel	Staff identified to lead the Council, manage fiscal responsibilities, and staff identified to implement the project(s).	2	10
Subcontract Plan		N/A- Required	N/A
ICAPP Budget Worksheet – No Equipment		8	40
Minority Impact Statement		N/A- Required	N/A
Total Maximum Points for Council Applications Pre-Project Options:			85
(Option) Project Work Plan: Evidence-Based Home Visitation Project	Service Overview	6	30
	Project Reach	3	15
	Affiliate status and model to be implemented.	3	15
Total Maximum Points for Evidence-Based Home Visitation Project Option:			60
(Option) Project Work Plan: Community-Capacity Building Project	Service Overview	6	30
	Project Reach	3	15
	Project Activities	3	15

	Project use of July through September startup funds aligned with use and distribution of Concrete Goods.	1	5
Total Maximum Points for Community-Capacity Building Project Option:			65
(Option) Project Work Plan: Sexual Abuse Prevention	Service Overview and Implementation Plan	6	30
	Project Reach	3	15
	Curriculum to be implemented from the provided list in Section 2.	2	10
Total Maximum Points for Sexual Abuse Prevention Project Option:			55
Total Maximum Points if Selecting All Three Project Options:			180
Total Maximum Points Available Per Applicant: Council Maximum Points (85) plus up to Three Projects (180)			265

SECTION 5 – CONTRACT

5.01 Contract Conditions

Any contract awarded by the Agency shall include specific contract provisions including the General Terms and Contingent Terms as posted on the Agency's website (refer to the links section of this RFP & Funding Opportunity Details in IowaGrants). Refer to the Attachments section on the Funding Opportunity page for the Draft Sample Contract Template. The Draft Sample Contract Template included is for reference only and is subject to change at the sole discretion of the Agency.

The contract terms contained in the general terms and contingent terms are not intended to be a complete listing of all contract terms but are provided only to enable applicants to better evaluate the costs associated with the RFP and the potential resulting contract. Applicants should plan to include such terms in any contract awarded as a result of the RFP. All costs associated with complying with these requirements should be included in the application. If the contract exceeds \$500,000, or if the contract together with other contracts awarded to the Contractor by the Agency exceeds \$500,000 in the aggregate, the Contractor shall be required to comply with the provisions of Iowa Code chapter 8F, including certification and reporting requirements.

Results of the review process or changes in federal or state law may require additions or changes in final contract conditions requirements.

5.02 Incorporation of Documents

The RFP, any amendments and written responses to applicant questions, and the application submitted in response to the RFP form a part of the contract. The parties are obligated to perform all services described in the RFP and application unless the contract specifically directs otherwise.

5.03 Order of Priority

In the event of a conflict between the contract, the RFP and the application, the conflict shall be resolved according to the following priorities, ranked in descending order:

1. the Contract;
2. the RFP;
3. the Application.

5.04 Contractual Payments

The Agency provides contractual payments on the basis of reimbursement of expenses in accordance with Iowa Code 8A.514. In the event the contractor lacks sufficient working capital to provide the services of the contract, an advance not to exceed one month's value of the contractual amount may be provided by the Agency. One -third (1/3) of this advance will be deducted from eligible reimbursement of expenses for the 7th, 8th and 9th months of service.

If applicant is not a current contractor with the Agency, a completed current and accurate W-9 form will be requested by the Agency upon award of a contract. The Agency shall not provide any reimbursement of expenses until the W-9 is received and accepted.

5.05 Early Contract Termination

If a contract awarded by the Agency pursuant to this RFP is terminated by either party prior to the end of the project period for any reason, the Agency may procure services for the remainder of the contract period or project period by (1) awarding the contract to a contractor from the same or a contiguous service area; (2) awarding the contract to another entity deemed appropriate by the Agency, or (3) issuing an RFP. An Applicant's submission of an application to this RFP constitutes mutual agreement among the Agency and the Applicant/Contractor pursuant to 641 IAC 176.3 that the Agency has sole discretion in procuring such services.

SECTION 6 – ATTACHMENTS

The following reference documents are posted separately under the Attachment section of this Funding Opportunity.

- A. REQUEST FOR PROPOSAL FWBPEIS26040 Iowa Child Abuse Prevention Program (ICAPP)
- B. HHS Application Forms Instruction Guidance (IowaGrants)
- C. *Draft FY26 Iowa Child Abuse Prevention Program (ICAPP)* *Sample Contract*
- D. *Draft Iowa Child Abuse Prevention Program (ICAPP) Application Score Tool*
- E. ECI Map
- F. Iowa Child Maltreatment Needs Assessment
- G. Letter of Support Template for Councils with ECI Area
- H. Counties by Population within Relevant ECI Areas (Funding Table)
- I. ICAPP Listening Session Report
- J. I2D2 Mapping Vulnerability
- K. FSSD DAISEY Data Dictionary

SECTION 7 – LINKS

The following reference documents are available by clicking on the link provided in the website Links section of this Funding Opportunity.

- A. IowaGrants Registration and Login Instructions
- B. General Terms and Contingent Terms
- C. Iowa Code 235A.1
- D. Iowa Administrative Code Ch. 441-155
- E. “Child Abuse Prevention and Treatment Act (CAPTA)” Public Law 111-320
- F. Business Day per Iowa Code 1C.2 <https://www.legis.iowa.gov/docs/code/1C.2.pdf>
- G. Child defined by Iowa Code § 234.1(2) <https://www.legis.iowa.gov/docs/code/234.1.pdf>
- H. “Child Abuse and/or Neglect” or “Child Maltreatment” as defined in Iowa Code § 232.68 <https://www.legis.iowa.gov/docs/code/232.68.pdf>
- I. “Child Abuse Prevention Program Advisory Committee (CAPPAC)”, or “Committee” defined in Iowa Code § 217.3A <https://www.legis.iowa.gov/docs/code/217.3A.pdf>
- J. A list of Protective Factors is available from FRIENDS National Center for CommunityBased Child Abuse Prevention at: <http://friendsnrc.org/cbcap-priority-areas/protectivefactors>
- K. Iowa Code § 235A.2 <https://www.legis.iowa.gov/docs/code/235A.2.pdf>
- L. Temporary Assistance for Needy Families (TANF) <https://www.acf.hhs.gov/ofa/programs/temporary-assistance-needy-families-tanf>
- M. The Institute for the Advancement of Family Support Professionals <https://institute4fsp.org/>
- N. Legal Entity means an agency or organization recognized to do business in the state of Iowa. Private organizations are recognized by registering with the Secretary of State’s office and can be located here: [https://sos.iowa.gov/search/business/\(S\(mz4tw2vhv1qote45ggl5dni5\)\)/search.aspx](https://sos.iowa.gov/search/business/(S(mz4tw2vhv1qote45ggl5dni5))/search.aspx)
- O. social-security-act

P. Promoting Safe and Stable Families (PSSF) <https://www.acf.hhs.gov/cb/grant-funding/promotingsafe-and-stable-families-title-iv-b-subpart-2-social-security-act>