FY21 Shared Visions Parent Support Application
Frequently Asked Questions

This document has been developed to guide interested applicants and existing grantees in the implementation of a Shared Visions Parent Support Program. All received questions related to the FY21 competitive application process are addressed within this document. **Each question is dated to indicate when it was added to the document**. This is to assist readers in knowing when new information is available.

The following categories were developed to assist in the use of this document. Each of the main categories listed below have subcategories listed in the left column to expedite the location of content areas.

I.   Application Requirements and General Information
II.   Technical Requirements
III.   Application Completion
IV.   Funding/Budgets
V.   Program Requirements
VI.   Technical Assistance/Contacts

Shared Visions Parent Support Application Questions/Answers

I. Application Requirements and General Information

Timelines/General Information

1. **How many grants will be awarded?** (Added 12/30/19)
    A: All grant awards are contingent upon the 2020 legislative appropriation. The number of grants to be awarded will be determined based on the quality of grant application, established need, requested amounts within the application budgets, and available state funding.

2. **What timeframe is covered by the grant?** (Added 12/30/19)
    A: The funding period for FY21 is July 1, 2020 – June 30, 2021. Grants will be awarded with projected intent to renew, for a maximum of five years, provided grantees meet program requirements. Funding will be allocated in one year increments based on annual legislated appropriations (funding may vary each year pending state budget allocation decisions).

3. **What is the deadline for submitting an application?** (Added 12/30/19)
    A: Applications must be submitted through IowaGrants.gov by 4:30 pm, March 25, 2020. The timeline for the application process may be found on the Shared Visions Parent Support Program webpage in the *Application* section.

4. **I was reading about the shared visions grant opportunity. Is it just a renewal for FY20? So I can't apply? Then a new grant is eligible in November where I can apply?** (Added 12/30/19)
   A: FY20 is a renewal year for those who were awarded a grant in FY16. FY20 is the fifth and final year of renewal for the current grant cycle. A new grant cycle will begin FY21-FY25.

   The timeline for the FY21 grant is posted on the corresponding web page; [preschool](#) and [parent support](#). Please note the timelines are different depending on your area of interest. The application for the FY21 Shared Visions Parent Support Programs becomes available in January 2020.

5. **Our PAT program has worked with families prenatally with other funding sources. Are we able to support prenatal families through the SV grant?** (Added 2/19/20)
   A: Yes, it is allowable to use Shared Visions grant funds to focus services on a target population such as expectant mothers/families.

Applicant Eligibility

1. **Who is eligible to apply?** (Added 12/30/19)
   A: Any public school district, area education agency, or any other non-profit agency may apply. Interested applicants must be able to meet requirements as outlined in the application and within [281-Iowa Administrative Code 67](#)**.**

Current (FY16-FY20) Shared Visions Grantees

1. **Do I have to apply if I am a current grantee?** (Added 12/30/19)
   A: Yes, any program interested in operating a Shared Visions Parent Support Program in FY21, July 2020 – June 2021, will need to apply for funding. This includes programs that were previously awarded funding and who are currently providing a Shared Visions Parent Support Program. Funding for the program is limited; therefore, the application process is highly competitive, and it is likely that not all applicants will receive funding.

2. **For clarification, if a program who currently has Shared Visions Parent Support funding does not apply for the FY21 grant, will they lose their funding for next year?** (Added 12/30/19)
   A: Current Shared Visions Parent Support grantees were awarded funds for FY16 with an option to renew funding for FY17 through FY20, a total of five years. Current grants conclude on June 30, 2020 and no future funding is guaranteed or available through a renewal option. If a current Shared Visions Parent Support grantee does not apply for the FY21 grant, they will not receive any funding for FY21 which begins on July 1, 2020. If interested in continuing to operate a Shared Visions Parent Support Program in FY21, current grantees must submit a competitive application. Due to limited funding, it is highly likely that not all applications will be funded.

3. **We are a current grantee and are wondering if we should write for the same dollar amount we currently receive or if there is a new amount. Can you clarify?** (Added 12/30/19)
   A: Current grantees are not limited to apply for the same amount as their current grant award. An applicant should apply for an amount that they anticipate will cover the costs of the proposed program while also considering in-kind support.

II. Technical Requirements

Online Application System

1. **How do I complete an application?** (Added 12/30/19)
   A: The FY21 Shared Visions Parent Support Application must be submitted to the Department of Education through the online grant application system, IowaGrants.gov. Instructions for completing the application will be posted on the Shared Visions Parent Support Program webpage under the section titled *Application*.

2. **How do I register in Iowa Grants?** (Added 12/30/19)
   A: Instructions for registering in IowaGrants.gov can be found on the Shared Visions Parent Support Program webpage in the section titled *Guidance Documents*.

III. Application Completion

Writing the Application

1. **Is there any guidance available for writing the application?** (Added 12/30/19)
   A: All guidance documents may be found either in the *Attachments* section of the application in Iowa Grants or on the Shared Visions Parent Support Program webpage in the *Application* section. The document titled *FY21 Shared Visions Parent Support Scoring Rubric* outlines all questions to be answered and how they will be scored.

2. **I am wishing to apply for funding for 4 counties (which my current program already services using ECI funds). Do I need to create 4 applications, and make each specific to each county, or, since it is 1 program, make 1 application and discuss information pertinent to each county within the single application?** (Added 2/19/20)
   A: The application does not require separate submissions for each county. An applicant may choose to submit one application covering all counties served or may decide to submit separate applications for each county. Each application submitted will be considered and scored separately.

3. **When completing the Program and Service Plan Information, in group support programs there are not necessarily "maximum numbers of families served." Is there a recommendation for answering this question in this section?** (Added 2/19/20)
   A: The sub-heading for this question on the application states, "*This is the maximum number of families that will be served at one time on this caseload. Report ALL families, including those NOT funded by the Shared Visions grant.*" An applicant may determine how best to report the number of families to be served through a caseload providing group-based parent education. One option may be to provide the maximum number of families that would attend a scheduled group-based parent education meeting or an estimation of the maximum number of families to be served through the group-based parent education program. It is recommended that applicants use the *Clarifying Detail/Information* section of this application form to offer the

details necessary and describe the services provided, including the number of families to be served.

4. **In the staff certification section, if someone has a degree (advanced or other) but not in education, health, or human services, do we opt for the "high school or GED" option?** (Added 2/19/20)
   A: For this question, a few select options are offered which align with the FY21 Parent Support Program Scoring Rubric. While there are other educational options that may be applicable to a specific family support program educator, the options listed are those needed to determine the points to be applied per the scoring rubric. Therefore, the selection of *High School Diploma or GED* would best describe the current level of education when needing to choose from the options provided.

5. **Would the Parents as Teachers Quality Endorsement and Improvement Process (QEIP) be considered for the Educational Support Services section for program credentialing (or the Blue Ribbon designation of the QEIP)?** (Added 1/27/20)
   A: Yes, as stated in the FY21 Parent Support Program Scoring Rubric and application form, the plan for maintaining or obtaining a program credential may include the Iowa Family Support Credential **or** a nationally recognized credential such as those mentioned in your question. While the scoring rubric and application ask for such a plan and award points based on the information submitted; it is important to note that Iowa code does not require a program credential. However, no points would be awarded for this section if there is not a plan to maintain a current program credential or, for those not currently credentialed, obtain a program credential.

Submission

1. **Do you only need to complete the application online in Iowa Grants or do you need to send it once it is done?** (Added 12/30/19)
   A: Once an application is completed, it must be electronically submitted through the Iowa Grants system. Specific instructions for how to complete the submission process will be included in the document titled *Instructions for Completing the FY21 Shared Visions Parent Support Application* and posted to the Shared Visions Parent Support Program webpage in the *Application* section. No paper copies will be accepted.

IV. Funding/Budgets

General Guidance

1. **Is there a pre-determined amount we should enter for the budget or do we submit a budget based on our program's costs?** (Added 12/30/19)
   A: There is not a pre-determined amount for which applicants should apply. An applicant should apply for an amount they anticipate will cover the costs of the proposed program and services to be provided while also meeting the required 20% in-kind match.

V. Program Requirements

Enrollment/Student Eligibility

1. **What are the requirements for enrollment of families? How is "at-risk" defined?** (Added 12/30/19)
   A: Grantees are required to enroll families based on specific eligibility guidelines and to maintain records of qualifying criteria for those enrolled.

   The following should be considered:

   > ***281—67.3(279) Eligibility identification procedures.*** *In a year in which funds are made available by the Iowa legislature, the department shall grant awards to applicants for the provision of educational support services to parents of at-risk children aged birth through five years with priority to applicants that serve parents of at-risk children aged birth through three years.*

   > ***281—67.4(279) Eligibility.*** *The available funds shall be directed to serve parents of at-risk children aged birth through five years in the primary eligibility category as follows:*

   > *Parents having one or more children aged birth through five years who meet the current income eligibility guidelines for free and reduced-price meals in a local school or whose total income is, or is projected to be, equal to or less than 125 percent of the federally established poverty guidelines.*

   > ***281—67.5(279) Secondary eligibility.*** *The available funds shall be directed to serve parents of at-risk children aged birth through five years when children qualify in one or more of the secondary eligibility categories as follows:*

   - *Children who are abused.*
   - *Children functioning below chronological age in two or more developmental areas, one of which may be English proficiency, as determined by an appropriate professional.*
   - *Children born with an established biological risk factor, such as very low birth weight (under 1500 grams—approximately three pounds) or with conditions such as spina bifida, Down's syndrome or other genetic disorders.*
   - *Children born to a parent who was under the age of 18.*
   - *Children residing in a household where one or more of the parents or guardians:*
     - *Has not completed high school;*
     - *Has been identified as a substance abuser;*
     - *Has been identified as chronically mentally ill;*
     - *Is incarcerated;*
     - *Is illiterate;*
     - *Is a child abuser or spouse abuser; or*
     - *Has limited English proficiency.*
     - *Children having other special circumstances, such as foster care or being homeless.*

2. **We have read that all enrolled families have to meet "at-risk" eligibility based on income or secondary risk-factors. However, is there a certain percentage of families that must meet the primary income eligibility guidelines, similar to the Shared Vision Preschool grant?** (Added 2/26/20)
   A: There is not a specified percentage of families that must meet primary eligibility. However, since income level is the primary eligibility criteria, it would be expected that more families would be enrolled due to income eligibility than secondary risk factors.

Reporting

1. **What kind of reporting is required if awarded?** (12/30/19)
   A: Awarded grantees are required to annually complete mid-year budget reports, renewal applications for continued funding through FY25, and year-end reports. In addition, awarded grantees must collect and report program, child, and family data in a manner determined by the Department of Education. Reporting requirements and maintenance of records must also meet requirements in [281-Iowa Administrative Code 67](#), such as:

   > ***281—67.11(279) Grantee responsibilities.*** *The grantee shall maintain records which include, but are not limited to:*
   > *1. Demographic information on parents and children served.*
   > *2. Qualifying criteria for those parents receiving educational support services.*
   > *3. Documentation of the number of contact hours in either individual or group sessions with parents.*
   > *4. Documentation of the type of educational support service provided to parents.*
   > *5. Indication of where the services were provided, i.e., home, school or community facility.*
   > *6. Evaluation of how each project goal and objective was met, on what timeline, and with what success rate.*
   > *7. Record of expenditures and an annual audit.*
   > *8. Other information specified by the department necessary to the overall evaluation.*
   >
   > *Grantees shall complete a year-end report on forms provided by the department documenting the information outlined in this rule. The final project report is due 30 days after the completion of the project as defined in the contract with the department.*
   >
   > ***281—67.13(279) Evaluation.*** *The grantee shall cooperate with the department and provide requested information to determine how well the goals and objectives of the project are being met.*

Program Services

1. **Is there a requirement as to what tool a program uses to assess a child(ren's) growth and development?** (Added 2/19/20)
   A: The requirements for the Shared Visions Parent Support Program do not specify what tool should be used to assess children's growth and development. Therefore, this is a local decision.

It is recommended that awarded grantees consider requirements of other/additional funding sources that are utilized to support the program and services provided.

2. **I see that the application mentions a Family Support Program Educator, is this a position that is required?** (Added 3/10/20)
A: Services supported with this grant must either be provided through home visitation, group-based parent education opportunities, or a combination of the two approaches. Therefore, it is a requirement that a staff person provide these services. The application and scoring rubric refer to the staff person providing these services as a family support program educator. While other titles may be used to reference this staff person/position, it is a requirement of the grant that someone provide direct services to families.

3. **There is a mention of Family Support Program Credential. I am assuming that there is high priority given to those that have the credential or who are pursuing it? Is this something that needs to be in place to receive funding?** (Added 3/10/20)
A: Please refer to the FY21 Parent Support Program Scoring Rubric to see how points are awarded in relation to maintaining or obtaining a program credential. The scoring rubric and application ask for a plan outlining how a program will obtain and/or maintain a program credential. While Iowa code does not require a program credential, the Child Development Coordinating Council (CDCC), which oversees these grants and awarded programs, encourages the attainment of the Family Support Program Credential. Therefore, the CDCC developed the scoring rubric accordingly. A program may choose not to obtain a program credential. However, no points will be awarded for this section of the application when there is no plan to maintain or obtain a program credential.

4. **I have noticed that in the previous years there has not been monies awarded to Polk county. Are you prioritizing your efforts in more rural communities?** (Added 3/10/20)
A: No, awards are not prioritized to support more rural communities. Awards are selected from the programs that choose to submit an application. In addition, as stated in the funding opportunity description, grant awards will be targeted to those areas or communities in Iowa where there is a high percentage of child poverty, a high number of unserved eligible children, and evidence of factors creating an increased need for quality education support programs serving parents of children meeting the identified risk factors. The number of grants to be awarded will be determined based on quality of grant application, established need, and available funding.

In-kind Requirement

1. **What qualifies for in-kind support? Specifically, does it include other state pay or other expenses not covered by the grant?** (Added 12/30/19)
A: All awarded grantees are required to report a 20% in-kind match of the total grant award. Other state/federal funding may be used to meet the 20% match of in-kind. Please note that supplanting of funds is not allowable. In-kind funding may include donated services, time, and goods. For example, a program may receive free or discounted use of buildings/space, telephone or utilities. It would also be appropriate to consider expenses not covered by the grant that are funded through other sources and which are necessary for the operation of the program as in-kind support.

VI. Technical Assistance/Contacts

Iowa Grants Online Application System

1. **Who do I contact if I have issues with the application system? For example, if I have trouble registering or experience issues with saving my information?** (Added 12/30/19)
   A: Contact Amy Stegeman via email at Amy.Stegeman@iowa.gov.

Application Development and Planning

1. **Who should I contact if I have questions about how to develop the application and plan for services to be provided?** (Added 12/30/19)
   A: Contact the Area Education Agency for your geographic location by reaching out to the person listed below. To determine which AEA you should contact, visit the Find My AEA page on Iowa's Area Education Agencies website.

   Central Rivers: Michelle Haberman, mhaberman@centralriversaea.org

   Grant Wood: Jeanie Wade-Nagle, jwade@gwaea.org

   Great Prairie: Anne Michel, anne.michel@gpaea.org

   Green Hills: Karen Spahn, kspahn@ghaea.org

   Heartland: Amy Hanken, ahanken@heartlandaea.org

   Keystone: Ann Hagensick, ahagensick@aea1.k12.ia.us

   Mississippi Bend: Mary Shihadeh, mshihadeh@mbaea.org

   Northwest: Sally Hartley, shartley@nwaea.org

   Prairie Lakes: Jessica Hawkins, jhawkins@plaea.org